Use of the NFADB Training Manual does not qualify one for obtaining or using the real property mainframe screens. A request for access to the real property mainframe screens, via Expanded Access, will be reviewed and approved by your servicing EFD.

NAVY FACILITY ASSETS DATABASE ON-LINE SYSTEM

Real Property Inventory Users' Training Manual
October 1999

FORWARD

This manual is intended to be an aid in the use of the computerized systems in the facilities planning and inventory process. It describes some of the functions available in the Navy Facility Assets Database (NFADB) and Shore Facilities Planning System (SFPS) on-line databases and gives basic information and instructions on how to use the functions. Many of the functions not described in this handbook are self-explanatory and menu driven and are not described for that reason.

The user should have an understanding of the policies and procedures contained in NAVFAC P-78 and NAVFACINST 11010.44E before attempting to process NFADB or SFPS information.

NOTE: The examples in this Training Manual were created for test purposes only.

TABLE OF CONTENTS

List of Acronyms

BOD	Beneficial Occupancy Date
CCN	Category Code Number
CICS	Command Information Control System
CONUS	Continental United States
CPV	Current Plant Value
DISA	Defense Information Systems Agency
EE	Engineering Evaluation
EFD	Engineering Field Division
JCL	Job Control Language
MAGIC	Master Activity General Information Control
MCP	Military Construction Planning
NAVFAC	Naval Facilities Engineering Command
NFA	Navy Facility Assets
NFADBS	Navy Facility Assets Database System
NITC	NAVFAC Information Technology Center
OGID	Outgrant Identification
P72	Category Code Directory
P78	Navy Facilities Data Base Management System Procedures Manual
PR	Property Record
PR NO	Property Record Number
SA	Special Area
STMPS	Submarine Training Master Planning System
SFP	Shore Facilities Planning
SWA	Secure Web Access
UIC	Unit Identification Code
UPH	Unaccompanied Personnel Housing
URL	Uniform/Universal Resource Locator

System Synopsis

Navy Facility Assets Database (NFADB) is a real property inventory of Class 1 and Class 2 data for each facility (Land, Buildings, Structures and Utilities) owned or leased by Department of Navy (DON). NFADB defines all the characteristics of facilities within the continental United States (CONUS), a Possession or a Foreign Country.

NFADB interfaces with the Master Activity General Information Control (MAGIC) database system (MAGIC System Manual – NAVFAC P-915) and the Category Code Directory database system (Department of the Navy Facility Category Code – NAVFAC P72) in producing various reports and publications.

The NFADB Management System Procedures Manual (NAVFAC P-78) outlines the responsibilities, procedures, real property processes and NFA data elements.

NFA data is processed via the mainframe on-line screens. All changes occurring during a given month are accumulated and identified at end-of-month processing. End-of-Month Processing consists of NITC printing and distributing any property, outgrant or disposal records that have been affected by additions, deletions or changes during the given month. An NFADB Transaction Ledger, Property Records and Facility Number Indices are also printed and distributed.

Browser to Mainframe Connectivity
(DMC Secure Web Using Open Connect)

1. Supports:
   a) Version 4.06 and higher of Netscape,
   b) 4.0 with Service Pack 1 or higher of MS Internet Explorer

2. The keyboard uses the standard NS-Elite map.

3. At the Internet Address type in http://swa.mech.disa.mil and press enter.

4. The following screen will appear:

5. Click on number 3 (NITC by User ID) of the above menu .

6. From the screen below, enter User ID, then click on 'Accept' to proceed.

facso1 SWA Server - New User Registration - Microsoft Internet Explorer

File   Edit   View   Go   Favorites   Help

Back   Forward   Stop   Refresh   Home   Search   Favorites   History   Channels   Fullscreen   Mail   Print

Address   https://sw3270-gw1.mech.disa.mil:2440/cgi/facso1

Welcome to the Secure Web Access (SWA) server for facso1.
To utilize this system, you must meet one of the following
minimum requirements:

Netscape	Communicator/Navigator 4.06 or higher
Internet Explorer	Internet Explorer 4.0 with Service Pack (SP) 1 or higher

Your version of Internet Explorer (4.0) is supported.

Type in your user ID below. [*Required*]
User ID:

Click on "Accept" below to proceed.
[Accept]

Click on "Cancel" below to cancel this request.
[Cancel]

Internet zone

Start   facso1 SWA Server - ...   Microsoft Word   facso1 Secure Web Acce...   10:21 AM

11

The following screen gives instructions on creating a desktop icon to allow easy access to the mainframe or adding the URL to "Favorites".

1. When the following icons (*in the inset box*) appear, the mainframe session will automatically start.

The following screen will appear with the Function keys on the bottom of the screen.

Press ENTER key.

This is the 'Entry Validation' screen. Enter your mainframe User ID and password.
Press ENTER key. Your EFD/CMC POC will provide the application for obtaining
password and program entry points.

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL                    _ 🗗 ✕

File  Edit  Settings  Help

KLGLGON1 --------------              Entry Validation           ----------------------
Date: 08/10/99                                                   System: MXS
Time: 11:06:44                                                   Device: TXS0041E


            Identification:
                 Userid....... hcecab
                 Password.....            █        Change Password ?  N (Y or N)

            Additional Information:
                 Group.....  _____
                 Acct......  _____
                 Proc......  _____




Bulletins:            NAVAL ENGINEERING COMMAND - FACILITIES SYSTEMS OFFICE
                        FACSO Help Desk (805) 982-2555 or DSN 551-2555




ENTER USERID
Enter   F1=Help   F2=PASSTHRU   F3=Exit
TN 751                                                                           07/037
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Start | Microsoft Word | User Information - Microsof... | facso1 Secure Web Acce... | 1 - OC://WebConnec... | 11:10 AM

This is the Multi-session Menu. The NFA on-line screens reside on the CICS Production Menu (PROD). To access the PROD menu, place your cursor before the word 'PROD' and press ENTER key. You may also place an 'S' *(for select)* in the space before the word 'PROD' and press ENTER key.

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL

File  Edit  Settings  Help

      Actions    Options    Commands    Features    Help
-------------------------------------------------------------------------------
 KLSVSEL1               FACSO Host Multi-session Menu               More:
  Questions should be directed to FACSO Help Desk. (805)982-2555 DSN 551
 Select sessions with a "/" or an action code.

    Session ID  Description                       Type      Status
    ----------  ------------------------------    --------  -----------
 _  TSO         TSO                               Multi
 _  ROSCO       ROSCOE                            Multi
 _  TEST        CICS Test                         Multi
 s  PROD        CICS Production                   Multi
 _  FIS-DQRY    CICS FIS Data-Query               Multi
 _  FIS2.0      CICS FIS 2.0                      Multi
 _  ACCEPT      CICS Acceptance                   Multi
 _  F2EDACON    F2 EDA CONSOLE              MXS   Multi
 _  .ROSCOE     ROSCOE                     MMN   Multi
 _  .TEST       CICS Test                  MMN   Multi     Unavailable
 _  .TSO        TSO                        MMN   Multi



 Command ===>                                        MXS/TXS0041E
  Enter  F1=Help  F2=PASSTHRU  F3=Exit  F5=Refresh  F9=Retrieve  F10=Action
 TN 751                                                          12/004
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

This is the NITC Database Menu Screen. This screen provides a view of all functions accessible to you. The functions displayed on the screen should match the list of functions given to you by the NITC Database Group. If the list exceeds 15 functions, you will not be able to view them all on one screen. Press "ENTER" and the remaining functions will be displayed on the screen. If you do not have any more functions, a message will be displayed at the bottom of your screen indicating "THIS IS THE LAST PAGE OF YOUR MENU".   If you press ENTER while on this last screen, the system will automatically page backwards.

NITC DATA BASE FUNCTIONS MENU

There are four columns of data on this screen:

- Function – Function Number
- Type of Access – View, Change, Print, Add, etc
- Description – Name of Function
- Program – Identification number of program that executes the function

Type in the function number at "FN" under the Description Column for "NFA Class 2 Cost Data Transactions". Press ENTER key. This will take you to the first procedure to add a new PR *(acquisition)* for a Class 2 facility.

REPORTING DON OWNED CLASS 2 PROPERTY
Add a New Property Record (PR)

This is the "CLASS 2 COST DATA TRANSACTIONS" screen used for reporting new construction, correction and capital improvement costs.

NOTE: Messages will appear at the bottom of the screen providing you with ongoing status of your data entries.   Messages include "COST TRANSACTIONS WERE ADDED TO THE DATABASE", "UIC NOT IN MAGIC", "PRNO EXISTS – ACTION TYPE CANNOT BE 1 (ACQUISITION)", etc.

CLASS 2 COST DATA TRANSACTIONS

Input the following fields under "COST DATA TRANSACTIONS":

- Activity UIC
- PR NO
- Delta Cost - Acquisition Cost
- Action Type - 1
- Cost Change Effective Date - BOD
- Cost Reference Document Number - Contract Number/Project Number/Job Order Number, etc.

Press ENTER key.

Edit messages will appear on the bottom of the screen requesting review of cost data information.

- Press ENTER key to confirm review

The following will appear on the bottom of the screen "COST TRANSACTIONS WERE ADDED TO THE DATABASE" to confirm that the cost data information has been accepted.

Select PF2 to exit.

CLASS 2 COST DATA TRASACTIONS

Type in the function number at "FN" from the Description Column for "NFA Class 2 Property Record." Press ENTER key. This will take you to the next procedure to complete a PR for Class 2.

This screen provides the user with a menu of all the options available to access a PR on line.

SCREEN OPTION 0 – MENU AND CONTROL INFORMATION

Input the following fields:
- Screen option 1
- UIC
- PR NO

Press ENTER key.

This screen defines the "LOCATION" and "GENERAL INFORMATION".

This screen is in a 'View' mode.

SCREEN OPTION 1 – LOCATION AND GENERAL INFORMATION

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL
File  Edit  Settings  Help


  R80CB1  VIEW           NAVY  FACILITY  ASSETS  DATA  BASE       SCREEN OPTION... 1
  PF KEY:                      CLASS 2 PROPERTY RECORD                    SCREEN... 1

  UIC...... N62583 CBC PORT HUENEME CA              PR NO........ 200004
  SPEC AREA....                                     FACILITY NO..

              L O C A T I O N                 G E N E R A L   I N F O
    COUNTRY...      **********************   FACILITY TYPE.... 0 *********
    STATE.....      **********************   ACTION........... 1 ACQUISITION
    COUNTY....      **********************   HOUSING.......... NO
    CITY......      **********************   PR REVIEW DATE...
    MAP GRID..                               FACILITY NAME....

    RPTG CLMT UIC.... N00025 NAVFAC          PR LAST UPDATED.. 11 AUG 1999
    FORMER UIC... ******


  KEY IN NEW CONTROL KEYS -OR- NEW SCREEN OPTION IF DESIRED.
  ENTER=EXECUTE                              PF2=EXIT
  PF3=CHANGE                      PF13=PRNO REQ FOR PRINT
  FN:     KEY:
                                                     11AUG99 15:57:44
  TN 225                                                       03/080
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Start | Microsoft Word - b... | User Information - ... | facso1 Secure We... | 1 - OC://WebC... | 1 - OC://WebCon... | 4:03 PM

Select PF3 to input required "LOCATION" and "GENERAL INFORMATION" data.

Input the following fields:

- SPEC AREA (Special Area) – if applicable
- Facility NO – must be entered

Input the following fields under "LOCATION" and "GENERAL INFORMATION":

- Country – computer generated*
- Facility Type – computer generated after Category Code is completed on screen 5.
- State – computer generated*
- Action – computer generated
- County – computer generated*
- Housing – defaults to "No". If facility is in support of Housing, this must be changed to "Yes".
- City – computer generated*
- PR Review Date – not applicable to acquisitions
- Map Grid
- Facility Name – must be entered
- RPTG CLMT UIC – computer generated from Maint Resp
- PR Last Updated – computer generated from date of latest entry
- FORMER UIC – not applicable to new PR

*NOTE: These are not required fields as they are computer generated from the Activity UIC. If a Special Area is used, the County and City Codes may be different from what is computer generated and must be verified and changed if applicable.

Press ENTER key.

SCREEN OPTION 1 – LOCATION AND GENERAL INFORMATION

Input screen option 2.

Press ENTER key.

This screen defines "ACQUISITION" and "INGRANT" data. "INGRANT" data is not applicable to DON owned facilities.

This screen is in a 'View' Mode.

SCREEN OPTION 2 – ACQUISITION/INGRANT

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL          _ 8 X
 File Edit Settings Help


  R80CC1  VIEW           NAVY  FACILITY  ASSETS  DATA  BASE       SCREEN OPTION... 2
  PF KEY:                    CLASS 2 PROPERTY RECORD                     SCREEN... 2

  UIC...... N62583 CBC PORT HUENEME CA            PR NO........ 200004
  SPEC AREA....                                   FACILITY NO.. 2000

     A C Q U I S I T I O N                    I N G R A N T
  ESTATE......   ********************    APPR/EST VALUE...
  ACQ CONT NO.                           APPR/EST DATE....
  ACQ DATE....                          EFFECTIVE DATE...
  GOVT COST...       $1,500             EXPIRATION DATE..
  (INCLUDES CONSTRUCTION, DESIGN        MAXIMUM TERM.....    YEARS
    OVERHEAD AND OTHER COSTS)           REFERENCE PR NO..
                                        RENT PAID........
  LAND CCN....                          DOD INSTALLATION.
  NATO JFAI...                          EFD/ORIG CONT NO.
  PR LAST UPDATED.. 11 AUG 1999         LESSOR NAME...
  KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED.
            ENTER=EXECUTE      PF2=EXIT
            PF3=CHANGE         PF14=COST DATA
  FN:    KEY:
                                                11AUG99 16:03:43
  TN 225                                                  03/080




  PF1     PF2     PF3     PF4     PF5     PF6     PF7     PF8     PF9     PF10
  PF11    PF12    PF13    PF14    PF15    PF16    PF17    PF18    PF19    PF20
  PF21    PF22    PF23    PF24    PA1     PA2     PA3     Clear   Reset   Enter
  Er EOF  Er Inp  Dup     Fld Mark Sys Rq  Attn    Insert  Home
 Start   |  e  |  W Microsoft Word - b... | User Information - ... | facso1 Secure We... | 1 - OC://WebC... | 1 - OC://WebCon...        4:06 PM
```

Select PF3 to input required "ACQUISITION" data.

Input the following fields under "ACQUISITION" for a facility owned by DON:

- Estate Code – select from List of Permanent Acquisitions in P-78
- Acq Cont No – must be entered
- Acq Date – BOD
- Govt Cost – computer generated from Class 2 Cost Data Transactions
- Land CCN – must be entered. Select from list in P-72
- NATO JFAI – if applicable
- PR Last Updated – computer generated from date of latest entry

Press ENTER key.

SCREEN OPTION 2 – ACQUISITION/INGRANT

All costs that are reflected on a PR are tracked in the Cost Data History.
Press PF14 to view Cost Data and PF2 to exit the screen.

Input screen option 3.

Press ENTER key.

This screen defines "MEASUREMENTS" (in English & Metric) "CONSTRUCTION", and "MAINTENANCE" data.

This screen is a 'View' mode.

SCREEN OPTION 3 – MEASUREMENTS/CONSTRUCTION/MAINTENANCE

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL

File Edit Settings Help


R80CD1  VIEW          NAVY  FACILITY  ASSETS  DATA  BASE        SCREEN OPTION... 3
PF KEY:                    CLASS 2 PROPERTY RECORD                      SCREEN... 3
UIC...... N62583 CBC PORT HUENEME CA              PR NO........ 200004
SPEC AREA....                                     FACILITY NO.. 2000
                    M E A S U R E M E N T S
   LENGTH...          FT      WIDTH.....      FT      HEIGHT.....        FT
                      M                       M                          M
   AREA/UM..                  STORIES...              IRREGULAR..

                    C O N S T R U C T I O N
   YEAR BUILT....        ORIG PROJ NO....          CURR PROJ NO.
   YEAR IMPROVED.        HISTORIC INDICATOR...
   ABMP CODE.....        CONSTRUCTION TYPE.....
                    M A I N T E N A N C E
   PRI USE CAT CD..     ***************  MAINT FUND CODE... A O&M,N
   MAINT RESP...... N62583 CBC PORT HUENEME CA
   PR LAST UPDATED. 11 AUG 1999


 KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED
 ENTER= EXECUTE     PF2=EXIT     PF3=CHANGE
 FN:    KEY:
                                                11AUG99 16:09:35
TN 225                                                    03/080
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Start | Microsoft Word - b... | User Information - ... | facso1 Secure We... | 1 - OC://WebC... | 1 - OC://WebCon... | 4:11 PM

Select PF3 to input required "MEASUREMENTS", "CONSTRUCTION", and "MAINTENANCE" data.

Input the following fields under "MEASUREMENT":

- Length – must be entered for buildings
- Width – must be entered for buildings
- Height - must be entered for buildings
- Area/UM – must be entered for buildings UM (unit of measure) ex. SF, SY
- Stories – must be entered for buildings
- Irregular (building shape) – must be entered for buildings. Input "yes" or "no"

Input the following fields under "CONSTRUCTION":

- Year Built – must be entered
- Orig Proj No – if applicable
- Curr Proj No – if applicable
- Year Improved – if applicable
- Historic Indicator – if applicable
- ABMP Code (Attic, Basement, Mezzanine, Penthouse) – if applicable
- Construction Type – must be entered. Select from list in P-78

Input the following fields under "MAINTENANCE":

- Pri Use Cat Cd - computer generated from primary use of facility after screen 5 is completed
- Maint Fund Code – must be entered. Select from list in P-78
- Maint Resp – must be entered
- PR Last Updated – computer generated from date of latest entry

Press ENTER key.

Input screen option 4.

Press ENTER key.

This screen defines "EXCESS/DISPOSALS" and "GENERAL REMARKS". There is no need to input "EXCESS/DISPOSAL" data for a new PR.

This screen is a 'View' mode.

SCREEN OPTION 4 – EXCESS/DISPOSAL AND PR GENERAL REMARKS

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL
File  Edit  Settings  Help


  R80CE1   VIEW           NAVY  FACILITY  ASSETS  DATA  BASE      SCREEN OPTION... 4
  PF KEY:                      CLASS 2 PROPERTY RECORD                    SCREEN... 4
  UIC...... N62583 CBC PORT HUENEME CA            PR NO........ 200004
  SPEC AREA....                                   FACILITY NO.. 2000

                      E X C E S S  /  D I S P O S A L
  EXCESS ACTION CODE.......                     EXCESS DATE......
  DISPOSAL METHOD CODE.....                     DISPOSAL DATE....
  EFD DISPOSAL CONTRACT NO.                     PR LAST UPDATED.. 11 AUG 1999
  GSA DISPOSAL CONTRACT NO.                     DISP CONSOL PR...

             (PF7 - PF8 - PF10)--> GENERAL REMARKS <--(PF11 - PF14)




  KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED.    ENTER=EXECUTE
  PF2=EXIT  PF3=CHG  PF7=PREV  PF8=NEXT  PF10=TOP  PF11=BOTTOM  PF14=CHG REMARKS
  FN:     KEY:
  *** GENERAL REMARKS NOT FOUND FOR THIS UIC ***            11AUG99 16:30:22
  TN 225                                                          03/080
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Start | Microsoft Word - N... | User Information - ... | facso1 Secure We... | 1 - OC://WebC... | 1 - OC://WebCon... | 4:32 PM

Select PF14 to add any necessary remarks.

This will take you to the "CICS TEXT EDIT UTILITY" screen that will be blank. At this point, you may begin entering any necessary remarks. PF edit keys are displayed on the bottom of the screen.

CICS TEXT EDIT UTILITY

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL                    _ | □ | × |
File  Edit  Settings  Help


   PF KEY:                      CICS TEXT EDIT UTILITY                    F31NH1
          R80CEPS0                     CLASS 2        GENERAL REMARKS
   ---------1---------2---------3---------4---------5---------6---------7----
   This facility will be used for headquarters and also as a training facilit 001
   y.  Facility was built without carpeting, but will be added in the year 20 002
   01.  Facility does not presently have fire sprinklers, but they will be in 003
   stalled within the year.                                                   004
                                                                             005
                                                                             006
                                                                             007
                                                                             008
                                                                             009
                                                                             010
                                                                             011
                                                                             012
                                                                             013
                                                                             014
   ---------1---------2---------3---------4---------5---------6---------7----
   PF1=INSERT    PF3=MOVE  PF4=COPY  PF5=DELETE                 PF2=SAVE & EXIT
   PF7=PREVIOUS PF8=NEXT PF9=FIRST PF10=LAST   PF11=STORE/WORDWRAP  CLR/PA2=CANCEL
   FN:    KEY:
                                                           11AUG99 16:38:40
   TN 225                                                              09/029
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Start | Microsoft Word... | User Information - ... | facso1 Secure We... | 1 - OC://WebCon... | 1 - OC://WebCon...   4:45 PM

Select PF2 to accept "GENERAL REMARKS".

This screen displays the newly added "GENERAL REMARKS".

SCREEN OPTION 4 – EXCESS/DISPOSALS AND PR GENERAL REMARKS

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL
File Edit Settings Help


R80CE1  VIEW           NAVY  FACILITY  ASSETS  DATA  BASE      SCREEN OPTION... 4
PF KEY:                     CLASS 2 PROPERTY RECORD                    SCREEN... 4
UIC...... N62583 CBC PORT HUENEME CA              PR NO........ 200004
SPEC AREA....                                     FACILITY NO.. 2000

                    E X C E S S  /  D I S P O S A L
EXCESS ACTION CODE.......                        EXCESS DATE......
DISPOSAL METHOD CODE.....                        DISPOSAL DATE....
EFD DISPOSAL CONTRACT NO.                        PR LAST UPDATED.. 11 AUG 1999
GSA DISPOSAL CONTRACT NO.                        DISP CONSOL PR...

            (PF7 - PF8 - PF10)--> GENERAL REMARKS <--(PF11 - PF14)
   This facility will be used for headquarters and also as a training
   facility.  Facility was built without carpeting, but will be added in the
   year 2001.  Facility does not presently have fire sprinklers, but they
   will be installed within the year.


  KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED.     ENTER=EXECUTE
  PF2=EXIT  PF3=CHG  PF7=PREV  PF8=NEXT  PF10=TOP  PF11=BOTTOM  PF14=CHG REMARKS
  FN:     KEY:
  *** THIS IS THE END OF THE GENERAL REMARKS ***           11AUG99 16:48:26
  TN 225                                                            03/080
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Start | Microsoft Word - N... | User Information - ... | facso1 Secure We... | 1 - OC://WebC... | 1 - OC://WebCon... | 4:50 PM

Input screen option 5.

Press ENTER key.

This screen provides category code and condition information.

This screen is in a 'View' mode.

SCREEN OPTION 5 – STATUS/UTILIZATION OR MAXIMUM OCCUPANCY

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL
File  Edit  Settings  Help


R80CF1   VIEW           NAVY  FACILITY  ASSETS  DATA  BASE       SCREEN OPTION... 5
PF KEY:                     CLASS 2 PROPERTY RECORD                    SCREEN... 5
UIC...... N62583 CBC PORT HUENEME CA               PR NO........ 200004
SPEC AREA....                                      FACILITY NO.. 2000

CATEGORY CODE..                                         EE DATE..

ENGLISH  AREA/        OTHER/        NAVALT/       DEF CODES
ADEQ
SUBST
INADQ
 TOT
METRIC   AREA/        OTHER/        NAVALT/       DEF CODES
ADEQ
SUBST                                                USE LAST UPDATED
INADQ
 TOT
KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED.
ENTER=EXECUTE     PF2=EXIT     PF3=CHG     PF4=ADD    PF6=DEL    PF7=PREV    PF8=NEXT
PF14=AUDIT TRAIL  PF15=OUTGRANT     PF16=FPD    PF18=CCN & UIC/OGID:
FN:     KEY:
USE USER RECORD NOT FOUND, TO ADD PRESS PF4.               11AUG99 16:56:49
TN 225                                                            03/080
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Select PF4 to add required information.

Input the following fields under "STATUS UTILIZATION":

- Category Code – must be entered*
- EE Date – not applicable
- User-UIC – must be entered

*NOTE: P-72 lists required Units of Measure (SF, Other, NAVALT) for each Category Code. These codes may have more than one unit of measure. All units of measure must be reported on the PR.

- Adeq – if applicable
- Subst – if applicable
- Inadq – if applicable
- Def Codes – if applicable (must be entered if a facility is designated as Subst or Inadq)

NOTE: Adeq, Subst, Inadq can be entered in English or Metric.

Press ENTER key.

SCREEN OPTION 5 – STATUS/UTILIZATION OR MAXIMUM OCCUPANCY

This completes the procedure for adding a New Class 2 PR.

Select PF4 to add additional use required information.

REPORTING DON OWNED CLASS 2 CAPITAL IMPROVEMENTS

Type in the function number at "FN" from the description column for "NFA CLASS 2 Cost Data Transactions". This will take you to the procedure to report a Capital Improvement.

Press ENTER key.

NOTE: Messages will appear at the bottom of the screen providing you with ongoing status of your data entry.   Messages include "COST TRANSACTIONS WERE ADDED TO THE DATABASE", "UIC NOT IN MAGIC", "PRNO EXISTS – ACTION TYPE CANNOT BE 1 (ACQUISITION)", etc.

CLASS 2 COST DATA TRANSACTIONS

Input the following fields under "COST DATA TRANSACTIONS":

- Activity UIC
- PR NO
- Delta Cost - Capital Improvement Cost
- Action Type - 2
- Cost Change Effective Date - BOD
- Cost Reference Document Number - Contract Number/Project Number/Job Order Number, etc.

Press ENTER key.

Edit messages will appear on the bottom of the screen requesting review of cost data information.

- Press ENTER key to confirm review

The following will appear on the bottom of the screen "COST TRANSACTIONS WERE ADDED TO THE DATABASE" to confirm that the cost data information has been accepted.

CLASS 2 COST DATA TRANSACTIONS

Select PF2 to exit back to menu screen. Go to "NFA Class 2 Property Record" screen and select screen option 3 if there are increased measurements to a facility. In this example, screen option 3 is not necessary.

Go to "NFA Class 2 Property Record" screen and select screen option 4.

Press ENTER key.

This screen defines "EXCESS/DISPOSALS" and "GENERAL REMARKS".

This screen is in a 'View' mode.

Once on screen option 4 select PF14 to update remarks. After updating remarks select PF2 to return to screen option 4. If remarks are not visible, select PF8 (NEXT) to view your additions.

SCREEN OPTION 4 – EXCESS/DISPOSAL AND PR GENERAL REMARKS

Select PF14 to add any necessary remarks.

This will take you to the "CICS TEXT EDIT UTILITY" screen that will have remarks pertaining to the original acquisition. At this point, you may begin entering any necessary remarks about the Capital Improvement. PF edit keys are displayed on the bottom of the screen.

CICS TEXT EDIT UTILITY

Select PF2 to save/accept "GENERAL REMARKS".

This screen displays "GENERAL REMARKS". If newly added remarks are not visible, select PF8 (NEXT) to view your new additions.

SCREEN OPTION 4 – EXCESS/DISPOSAL AND PR GENERAL REMARKS

```
R80CE1  VIEW           NAVY  FACILITY  ASSETS  DATA  BASE       SCREEN OPTION... 4
PF KEY:                    CLASS 2 PROPERTY RECORD                  SCREEN... 4
UIC...... N62583 CBC PORT HUENEME CA              PR NO........ 200004
SPEC AREA....                                     FACILITY NO.. 2000

                       E X C E S S  /  D I S P O S A L
EXCESS ACTION CODE.......                         EXCESS DATE......
DISPOSAL METHOD CODE.....                         DISPOSAL DATE....
EFD DISPOSAL CONTRACT NO.                         PR LAST UPDATED.. 11 AUG 1999
GSA DISPOSAL CONTRACT NO.                         DISP CONSOL PR...

           (PF7 - PF8 - PF10)--> GENERAL REMARKS <--(PF11 - PF14)
   This facility will be used for headquarters and also as a training
   facility.  Facility was built without carpeting, but will be added in the
   year 2001.  Facility does not presently have fire sprinklers, but they
   will be installed within the year.


KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED.    ENTER=EXECUTE
PF2=EXIT  PF3=CHG  PF7=PREV  PF8=NEXT  PF10=TOP  PF11=BOTTOM  PF14=CHG REMARKS
FN:     KEY:
*** THIS IS THE END OF THE GENERAL REMARKS ***              11AUG99 16:48:26
TN 225                                                              03/080
```

Input screen option 5.

Press ENTER key.

This screen provides Category Code, User UIC, Condition and Deficiency information.

This screen is in a 'View' mode.

SCREEN OPTION 5 – STATUS/UTILIZATION OR MAXIMUM OCCUPANCY

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL
File  Edit  Settings  Help


   R80CF1   VIEW            NAVY  FACILITY  ASSETS  DATA  BASE        SCREEN OPTION... 5
   PF KEY:                      CLASS 2 PROPERTY RECORD                      SCREEN... 5
   UIC...... N62583 CBC PORT HUENEME CA                 PR NO........ 200004
   SPEC AREA....                                        FACILITY NO.. 2000
        (PF3-PF4-PF6)---> STATUS / UTILIZATION <---(PF7-PF8-PF18)
   CATEGORY CODE.. 61010     ADMIN OFF                      EE DATE..
   USER-UIC......  N62583    CBC PORT HUENEME CA
   ENGLISH  AREA/ SF*    OTHER/      NAVALT/      DEF CODES
   ADEQ       8,000.00                            E05
   SUBST
   INADQ
    TOT       8,000.00
   METRIC   AREA/ m2*    OTHER/      NAVALT/      DEF CODES
   ADEQ        743.22                             E05
   SUBST                                                      USE LAST UPDATED
   INADQ                                                        12 AUG 1999
    TOT        743.22
   KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED.
   ENTER=EXECUTE    PF2=EXIT     PF3=CHG     PF4=ADD    PF6=DEL   PF7=PREV   PF8=NEXT
   PF14=AUDIT TRAIL  PF15=OUTGRANT    PF16=FPD    PF18=CCN & UIC/OGID:
   FN:    KEY:
   *** USE USER RECORD WAS CHANGED ***                       12AUG99 09:41:40
   TN 892                                                              03/080
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

```
Start | User Information - Micro... | facso1 Secure Web Ac... | 1 - OC://WebConnect - ... | 1 - OC://WebConnect - ... | Microsoft Word - N...      9:44 AM
```

Select PF3 to change information. To delete "E05" deficiency code, space out information.

Tab down to deficiency code and space out information.

Press ENTER key.

SCREEN OPTION 5 – STATUS/UTILIZATION OR MAXIMUM OCCUPANCY

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL
File Edit Settings Help

R80CF1  VIEW          NAVY  FACILITY  ASSETS  DATA  BASE       SCREEN OPTION... 5
PF KEY:                    CLASS 2 PROPERTY RECORD                     SCREEN... 5
UIC...... N62583 CBC PORT HUENEME CA            PR NO........ 200004
SPEC AREA....                                   FACILITY NO.. 2000
          (PF3-PF4-PF6)---> STATUS / UTILIZATION <---(PF7-PF8-PF18)
CATEGORY CODE.. 61010    ADMIN OFF                   EE DATE..
USER-UIC......  N62583    CBC PORT HUENEME CA
ENGLISH  AREA/ SF*    OTHER/       NAVALT/      DEF CODES
ADEQ       8,000.00
SUBST
INADQ
 TOT       8,000.00
METRIC   AREA/ m2*    OTHER/       NAVALT/      DEF CODES
ADEQ        743.22
SUBST                                            USE LAST UPDATED
INADQ                                             12 AUG 1999
 TOT        743.22
KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED.
ENTER=EXECUTE    PF2=EXIT    PF3=CHG    PF4=ADD    PF6=DEL    PF7=PREV   PF8=NEXT
PF14=AUDIT TRAIL  PF15=OUTGRANT    PF16=FPD    PF18=CCN & UIC/OGID:
FN:     KEY:
*** USE USER RECORD WAS CHANGED ***                      12AUG99 11:03:32
TN 892                                                         03/080
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Start | User Information - Micro... | facso1 Secure Web Ac... | 1 - OC://WebConnect - ... | 1 - OC://WebConnect - ... | Microsoft Word - N... | 11:08 AM

This completes the procedure for reporting Class 2 Capital Improvements.

REPORTING DON OWNED CLASS 2 NEW OUTGRANTS

From your menu select "NFA Class 1 and 2 Outgrant". This will take you to the procedure to report an Outgrant. This screen defines all Contractual Data for an Outgrant.

NFA CLASS 1 AND 2 OUTGRANT

```
R80GA1  VIEW                  NAVY FACILITY ASSETS DATA BASE
PF KEY:                           CLASS 1 AND 2 OUTGRANT


UIC.. █                                    PR NO..        OUTGRANT ID..


                     C O N T R A C T U A L   D A T A
OUTGRANTEE NAME.
MAXIMUM TERM....    YEARS                EFD/ORIG CONTRACT NO.
EFFECTIVE   DATE.                        OUTGRANT CONTRACT NO.
EXPIRATION DATE.                         TYPE INSTRUMENT......
APS/EST.........                         OUTGRANTEE TYPE......
APS/EST DATE....                         REFERENCE OR........
RENT RECEIVED...



PLEASE ENTER UIC/PRNO/OGID FOR OUTGRANT TO BE VIEWED.
ENTER=EXECUTE    PF2=EXIT     PF3=CHANGE     PF4=ADD
FN:     KEY:
                                              12AUG99 11:25:57
TN 892                                                 07/008
```

Input the following fields under "CONTRACTUAL DATA":

- UIC
- PR NO
- Outgrant ID – "AA" *(An Outgrant identifier is a dual purpose coding device to identify the Outgrant Record and the Outgrantee.   The initial Outgrant for a building is identified with code AA.   All subsequent Outgrants may be identified with a sequential code from the series of alphabetic codes i.e. AB, AC, AD, etc.)*

Press ENTER key.

A warning message "NO OG DATA FOR ENTERED UIC/PRNO/OGID" will appear.

NFA CLASS 1 AND 2 OUTGRANT

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL
File  Edit  Settings  Help

   R80GA1   VIEW              NAVY FACILITY ASSETS DATA BASE
   PF KEY:                        CLASS 1 AND 2 OUTGRANT


   UIC.. 62583                          PR NO.. 200004 OUTGRANT ID.. aa


                     C O N T R A C T U A L   D A T A
   OUTGRANTEE NAME.
   MAXIMUM TERM....    YEARS                EFD/ORIG CONTRACT NO.
   EFFECTIVE  DATE.                         OUTGRANT CONTRACT NO.
   EXPIRATION DATE.                         TYPE INSTRUMENT......
   APS/EST.........                         OUTGRANTEE TYPE.....
   APS/EST DATE....                         REFERENCE OR........
   RENT RECEIVED...



   PLEASE ENTER UIC/PRNO/OGID FOR OUTGRANT TO BE VIEWED.
   ENTER=EXECUTE   PF2=EXIT     PF3=CHANGE    PF4=ADD
   FN:     KEY:
   NO OG DATA FOR ENTERED UIC/PRNO/OGID - PRESS PF4 TO ADD.    12AUG99 11:48:51
   TN 892                                                          07/008


| PF1   | PF2   | PF3   | PF4      | PF5     | PF6   | PF7   | PF8   | PF9   | PF10  |
| PF11  | PF12  | PF13  | PF14     | PF15    | PF16  | PF17  | PF18  | PF19  | PF20  |
| PF21  | PF22  | PF23  | PF24     | PA1     | PA2   | PA3   | Clear | Reset | Enter |
| Er EOF| Er Inp| Dup   | Fld Mark | Sys Rq  | Attn  | Insert| Home  |       |       |
```

Select PF4 to add 'OUTGRANT" information.

Input the following fields under "OUTGRANT CONTRACTUAL DATA".

- Outgrantee Name – must be entered
- Maximum Term – must be entered
- EFD/ORIG Contract No. – must be entered
- Effective Date – must be entered
- Outgrant Contract No. – must be entered
- Expiration Date – must be entered
- Type Instrument – must be entered
- APS/EST – if applicable
- Outgrantee Type – must be entered
- APS/EST Date – if applicable
- Reference OR – if applicable
- Rent Received - if applicable

Press ENTER key.

This screen provides the completed Outgrant.

NFA CLASS 1 AND 2 OUTGRANT

Select PF2 to return to main menu.

Type in the function number at "FN" associated with the "NFA Class 2 Property Record". This will take you to the next procedure to complete reporting Outgrants.

Press ENTER key.

This screen provides the user with a menu of all the options available to access a PR on line.

SCREEN OPTION 0 – MENU AND CONTROL INFORMATION

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL

File  Edit  Settings  Help


 R80CA1                  NAVY  FACILITY  ASSETS  DATA  BASE        SCREEN OPTION...
 PF KEY:                     CLASS 2 PROPERTY RECORD                  SCREEN... 0

 UIC...... ▮                                      PR NO........
 SPEC AREA....                                    FACILITY NO..

 SCREEN OPTION              DESCRIPTION

         0          MENU AND CONTROL INFORMATION
         1          LOCATION AND GENERAL INFORMATION
         2          ACQUISITION/INGRANT
         3          MEASUREMENTS/CONSTRUCTION/MAINTENANCE
         4          EXCESS/DISPOSAL AND PROPERTY RECORD GENERAL REMARKS
         5          STATUS/UTILIZATION OR MAXIMUM OCCUPANCY

 CONTROL KEYS -- EITHER ACTY UIC/PR NUMBER OR ACTY UIC/FAC NUMBER/SPECIAL AREA

 ENTER SCREEN OPTION NUMBER IF DESIRED.
 PRESS ENTER TO EXECUTE.   PRESS PF2 TO EXIT.

 FN:     KEY:
                                                   11AUG99 13:41:40
 TN 225                                                      06/012
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Start | Microsoft Word - NFA Tr... | User Information - Micro... | facso1 Secure Web Ac... | 1 - OC://WebConn... | 1 - OC://WebConnect - ... | 1:44 PM

Input the following fields:

- Screen option 5
- UIC
- PR NO

Press ENTER key.

This screen provides Category Code, User-UIC, Condition and Deficiency Code information.

SCREEN OPTION 5 – STATUS/UTILIZATION OR MAXIMUM OCCUPANCY

Select PF4 to add required outgrant information about this facility.

This screen provides category code and condition information.

This screen is in an 'Add' mode.

SCREEN OPTION 5 – STATUS/UTILIZATION OR MAXIMUM OCCUPANCY

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL       _ |□| X
File  Edit  Settings  Help


R80CF1  ADD          NAVY  FACILITY  ASSETS  DATA  BASE      SCREEN OPTION... 5
PF KEY:                    CLASS 2 PROPERTY RECORD                   SCREEN... 5
UIC...... N62583 CBC PORT HUENEME CA              PR NO........ 200004
SPEC AREA....                                     FACILITY NO.. 2000


CATEGORY CODE..                                   EE DATE..
USER UIC/OG ID.
ENGLISH  AREA/       OTHER/      NAVALT/     DEF CODES
ADEQ
SUBST
INADQ
 TOT
METRIC   AREA/       OTHER/      NAVALT/     DEF CODES
ADEQ
SUBST                                              USE LAST UPDATED
INADQ
 TOT


ENTER USE CCN AND USER UIC OR OUTGRANT ID.
ENTER=UPDATE    PF2=EXIT W/O ADDING RECORD    PF15=OUTGRANT
FN:     KEY:
                                                  16FEB00 18:04:53
TN 713                                                     08/018
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

```
Start  [icons]  U... K... M... F... 1... 1... k... T...  [icons]  6:09 PM
```

Input the following fields under "STATUS/UTILIZATION":

- Category Code
- User UIC – "AA" (Outgrant ID)
- Measurements

Press ENTER key.

This screen provides category code and condition information.

This screen is a 'View' mode.

SCREEN OPTION 5 – STATUS/UTILIZATION OR MAXIMUM OCCUPANCY


```
R80CF1   VIEW            NAVY  FACILITY  ASSETS  DATA  BASE        SCREEN OPTION... 5
PF KEY:                         CLASS 2 PROPERTY RECORD               SCREEN... 5
UIC...... N62583 CBC PORT HUENEME CA                PR NO........ 200004
SPEC AREA....                                       FACILITY NO.. 2000
        (PF3-PF4-PF6)---> STATUS / UTILIZATION <---(PF7-PF8-PF18)
CATEGORY CODE.. 17110    ACD/GEN INS BLD            EE DATE..
OG ID......... AA        NATIONAL UNIVERSITY
ENGLISH  AREA/ SF*    OTHER/      NAVALT/ PN    DEF CODES
ADEQ       2,000.00
SUBST
INADQ
 TOT       2,000.00
METRIC   AREA/ m2*    OTHER/      NAVALT/ PN    DEF CODES
ADEQ        185.81
SUBST                                            USE LAST UPDATED
INADQ                                            12 AUG 1999
 TOT        185.81
KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED.
ENTER=EXECUTE   PF2=EXIT    PF3=CHG    PF4=ADD   PF6=DEL   PF7=PREV   PF8=NEXT
PF14=AUDIT TRAIL  PF15=OUTGRANT   PF16=FPD   PF18=CCN & UIC/OGID:
FN:    KEY:
REC ADDED  -   USE AREA DOES NOT EQUAL TOTAL AREA ON SCREEN 3. 12AUG99 13:48:24
TN 308                                                            03/080
```

Warning message will appear "REC ADDED – USE ARE NOT EQUAL TOTAL AREA ON SCREEN 3". This is an indication that other category codes need to be adjusted to reflect a new measurement as the result of the outgrant.

Locate the appropriate Category Code that needs to be adjusted. Use PF7 key for previous Category Code or PF8 key for next Category Code.

Once the appropriate Category Code shows on your screen, select PF3 key to make changes.

This screen provides the adjusted measurements.

SCREEN OPTION 5 – STATUS/UTILIZATION OR MAXIMUM OCCUPANCY

```
2 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL
File  Edit  Settings  Help

R80CF1  VIEW          NAVY  FACILITY  ASSETS  DATA  BASE       SCREEN OPTION... 5
PF KEY:                     CLASS 2 PROPERTY RECORD                 SCREEN... 5
UIC...... N62583 CBC PORT HUENEME CA              PR NO........ 200004
SPEC AREA....                                     FACILITY NO.. 2000
          (PF3-PF4-PF6)---> STATUS / UTILIZATION <---(PF7-PF8-PF18)
CATEGORY CODE.. 61010     ADMIN OFF                    EE DATE..
USER-UIC......  N62583    CBC PORT HUENEME CA
ENGLISH  AREA/ SF*    OTHER/      NAVALT/      DEF CODES
ADEQ       6,000.00
SUBST
INADQ
 TOT       6,000.00
METRIC   AREA/ m2*    OTHER/      NAVALT/      DEF CODES
ADEQ         557.42
SUBST                                           USE LAST UPDATED
INADQ                                              12 AUG 1999
 TOT         557.42
KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED.
ENTER=EXECUTE    PF2=EXIT     PF3=CHG     PF4=ADD    PF6=DEL    PF7=PREV   PF8=NEXT
PF14=AUDIT TRAIL  PF15=OUTGRANT    PF16=FPD   PF18=CCN & UIC/OGID:
FN:    KEY:
*** USE USER RECORD WAS CHANGED ***                 12AUG99 14:00:19
TN 308                                                        03/080
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Press ENTER key.

This completes the procedure for reporting Class 2 New Outgrants.

REPORTING DON OWNED CLASS 2 OUTGRANT RENEWALS

Type in the function at "FN" associated with the "NFA Class 1 and 2 Outgrant".
This will take you to the procedure to report an Outgrant Renewal.

Press ENTER key.

NFA CLASS 1 AND 2 OUTGRANT

Input the following fields under "CONTRACTUAL DATA":

- UIC
- PR NO
- Outgrant ID – Outgrant Identifier (ex. AA)

Press ENTER key.

This screen defines "CONTRACTUAL DATA".

NFA CLASS 1 AND 2 OUTGRANT

```
2 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL

File  Edit  Settings  Help


   R80GA1  VIEW              NAVY FACILITY ASSETS DATA BASE
   PF KEY:                      CLASS 1 AND 2 OUTGRANT


   UIC.. N62583 CBC PORT HUENEME CA            PR NO.. 200004 OUTGRANT ID.. aa


                        C O N T R A C T U A L   D A T A
   OUTGRANTEE NAME. NATIONAL UNIVERSITY
   MAXIMUM TERM.... 05 YEARS             EFD/ORIG CONTRACT NO. N6871194RP0G34
   EFFECTIVE  DATE. 01 AUG 1999          OUTGRANT CONTRACT NO. N6871194RP0G34
   EXPIRATION DATE. 31 JUL 2004          TYPE INSTRUMENT...... 4 LICENSE/PERMIT
   APS/EST.........                      OUTGRANTEE TYPE...... 5 OTHER GOV
   APS/EST DATE....                      REFERENCE OR........
   RENT RECEIVED...



   PLEASE ENTER UIC/PRNO/OGID FOR OUTGRANT TO BE VIEWED.
   ENTER=EXECUTE   PF2=EXIT     PF3=CHANGE     PF4=ADD
   FN:     KEY:
                                                    12AUG99 13:33:08

   TN 308                                                    07/008




   PF1      PF2      PF3      PF4      PF5      PF6      PF7      PF8      PF9      PF10
   PF11     PF12     PF13     PF14     PF15     PF16     PF17     PF18     PF19     PF20
   PF21     PF22     PF23     PF24     PA1      PA2      PA3      Clear    Reset    Enter
   Er EOF   Er Inp   Dup      Fld Mark Sys Rq   Attn     Insert   Home

Start   User Information - Micro...  facso1 Secure Web Ac...  1 - OC://WebConnect - ...  Microsoft Word - N...  2 - OC://WebConnect - ...   1:35 PM
```

Select PF3 to make necessary changes due to Renewal Outgrant.

Press ENTER key.

This completes the procedure of renewing an Outgrant.

REPORTING DON OWNED CLASS 2 OUTGRANT TERMINATION
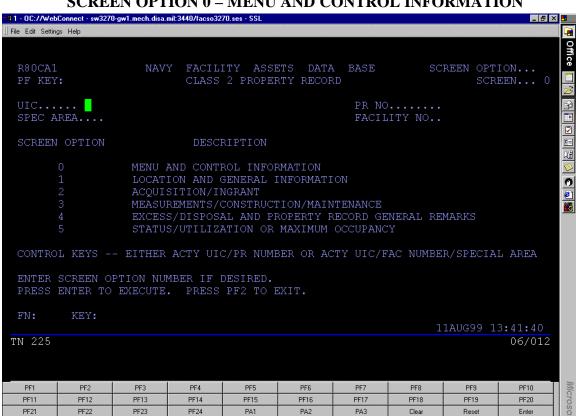
Type in the function number "FN" associated with "NFA Class 2 Property Record". This will take you to the next procedure to complete Outgrant Termination.

Press ENTER key.

SCREEN OPTION 0 – MENU AND CONTROL INFORMATION

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL

File Edit Settings Help


R80CA1              NAVY  FACILITY  ASSETS  DATA  BASE      SCREEN OPTION...
PF KEY:                   CLASS 2 PROPERTY RECORD                  SCREEN... 0

UIC......                                     PR NO........
SPEC AREA....                                 FACILITY NO..

SCREEN OPTION            DESCRIPTION

      0            MENU AND CONTROL INFORMATION
      1            LOCATION AND GENERAL INFORMATION
      2            ACQUISITION/INGRANT
      3            MEASUREMENTS/CONSTRUCTION/MAINTENANCE
      4            EXCESS/DISPOSAL AND PROPERTY RECORD GENERAL REMARKS
      5            STATUS/UTILIZATION OR MAXIMUM OCCUPANCY

CONTROL KEYS -- EITHER ACTY UIC/PR NUMBER OR ACTY UIC/FAC NUMBER/SPECIAL AREA

ENTER SCREEN OPTION NUMBER IF DESIRED.
PRESS ENTER TO EXECUTE.  PRESS PF2 TO EXIT.

FN:     KEY:
                                                      11AUG99 13:41:40
TN 225                                                          06/012
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Start | Microsoft Word - NFA Tr... | User Information - Micro... | facso1 Secure Web Ac... | 1 - OC://WebConn... | 1 - OC://WebConnect -... | 1:44 PM
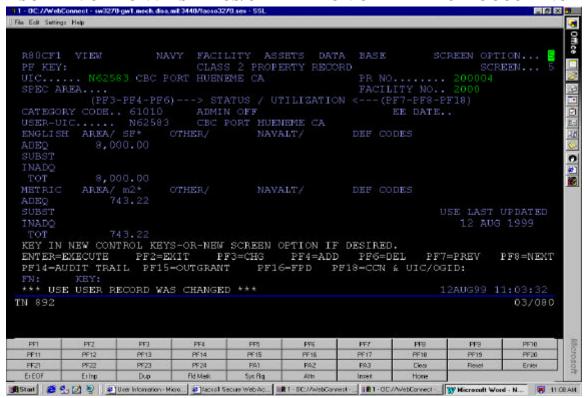
Input the following fields:
- Screen option 5
- UIC
- PR NO

Press ENTER key.

To terminate an Outgrant, the appropriate Outgrant ID must be on the screen. Select PF6 to delete Outgrant information. A warning "ENSURE THIS IS THE RECORD YOU WANT DELETED" will appear at the bottom of your screen. If this is the correct item to delete, press ENTER key.

Once Outgrant information is deleted, the square footage of the terminated Outgrant must be accounted for under another Category Code on the PR.

SCREEN OPTION 5 – STATUS/UTILIZATION OR MAXIMUM OCCUPANCY

```
2 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL
File  Edit  Settings  Help


R80CF1   VIEW            NAVY  FACILITY  ASSETS  DATA  BASE        SCREEN OPTION... 5
PF KEY:                   CLASS 2 PROPERTY RECORD                        SCREEN... 5
UIC...... N62583 CBC PORT HUENEME CA              PR NO........ 200004
SPEC AREA....                                     FACILITY NO.. 2000
        (PF3-PF4-PF6)---> STATUS / UTILIZATION <---(PF7-PF8-PF18)
CATEGORY CODE.. 17110     ACD/GEN INS BLD             EE DATE..
OG ID......... AA         NATIONAL UNIVERSITY
ENGLISH  AREA/ SF*    OTHER/      NAVALT/ PN    DEF CODES
ADEQ      2,000.00
SUBST
INADQ
 TOT      2,000.00
METRIC   AREA/ m2*    OTHER/      NAVALT/ PN    DEF CODES
ADEQ       185.81
SUBST                                                 USE LAST UPDATED
INADQ                                                  12 AUG 1999
 TOT       185.81
KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED.
ENTER=EXECUTE    PF2=EXIT     PF3=CHG     PF4=ADD    PF6=DEL    PF7=PREV    PF8=NEXT
PF14=AUDIT TRAIL  PF15=OUTGRANT    PF16=FPD    PF18=CCN & UIC/OGID:
FN:     KEY:
REC ADDED  -  USE AREA DOES NOT EQUAL TOTAL AREA ON SCREEN 3. 12AUG99 13:48:24
TN 308                                                           03/080
```

50

Locate the appropriate Category Code that needs to be adjusted. Use PF7 key for previous Category Code or PF8 key for next Category Code.

Once the appropriate Category Code shows on your screen, select PF3 key to make changes.

SCREEN OPTION 5 – STATUS/UTILIZATION OR MAXIMUM OCCUPANCY

This completes the procedure for terminating a Class 2 Outgrant.

REPORTING DON OWNED CLASS 2 EXCESS

Type in the function number "FN" from the Description Column for "NFA Class 2 Property Record". Press ENTER key. This will take you to the next procedure to report excess information.

This screen provides the user with a menu of all the options available to access a PR on line.

SCREEN OPTION 0 – MENU AND CONTROL INFORMATION

Input the following fields:

- Screen option 4
- UIC
- PR NO

Press ENTER key.

This screen defines "EXCESS/DISPOSAL" and "GENERAL REMARKS".

This screen is a 'View' mode.

SCREEN OPTION 4 – EXCESS/DISPOSAL AND PR GENERAL REMARKS

Select PF3 to add "EXCESS" information.

Input the following fields under "EXCESS/DISPOSAL":

- Excess Action Code – Select from List of Excess Codes from P-78
- Excess Date – as applicable

Press ENTER key.

SCREEN OPTION 4 – EXCESS/DISPOSAL AND PR GENERAL REMARKS

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL
File  Edit  Settings  Help


   R80CE1  CHANGE      NAVY  FACILITY  ASSETS  DATA  BASE      SCREEN OPTION... 4
   PF KEY:             CLASS 2 PROPERTY RECORD                  SCREEN... 4
   UIC...... N69232 NCBC PORT HUENEME CA          PR NO........ 200004
   SPEC AREA....                                  FACILITY NO..

                     E X C E S S  /  D I S P O S A L
   EXCESS ACTION CODE....... 3               EXCESS DATE...... 12 jan 2000
   DISPOSAL METHOD CODE.....                 DISPOSAL DATE....
   EFD DISPOSAL CONTRACT NO.                 PR LAST UPDATED.. 12 JAN 2000
   GSA DISPOSAL CONTRACT NO.                 DISP CONSOL PR...

            (PF7 - PF8 - PF10)--> GENERAL REMARKS <--(PF11 - PF14)




   ENTER DESIRED CHGS.  ENTER BLANKS TO DELETE ANY FIELD.
   ENTER=EXECUTE   PF2=EXIT W/O UPDATING RECORD
   FN:          KEY:
                                               12JAN00 20:14:45
   TN 902                                                   23/006
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Start | Use... | FA... | Mi... | 1 -... | 1 -... | 8:19 PM

This completes the process for reporting DON Owned Class 2 Excess.

REPORTING DON INGRANT CLASS 2 PROPERTY
Add a New Property Record (PR)

NITC DATA BASE FUNCTIONS MENU

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL    _ B X

File  Edit  Settings  Help

 D22MN01
 FUNCTION  --- NITC DATA BASE FUNCTIONS MENU (PRODUCTION) --- PROGRAM
    001   ADR     DATAQUERY                                   ADRQUERY
    002   VIEW    TOTAL FILES                                 F05ABPSV
    003   CHANGE  CODE 0812  SPONSORED DATA ELEMENTS          R51MEP0D
    004   CHANGE  CODE 200   SPONSORED DATA ELEMENTS          R51MAP0D
    005   CHANGE  SPEC AREA ELE/ARPS/CODES 0111-201-0812      R51AAP0C
    006   CHANGE  ADDRESS INFORMATION (0111)                  R51MAP0C
    007   CHANGE  NEESA      SPONSORED DATA ELEMENTS          R51MBP0C
    008   CHANGE  CODE 0111  SPONSORED DATA ELEMENTS          R51MCP0C
    009   VIEW    ASSOCIATED TENANTS OF A HOST ACTY.          R51MFP0A
    010   VIEW    ASSOCIATED ACTIVITIES OF A M/C CODE         R51MFP0B
    011   VIEW    ASSOCIATED ACTIVITIES OF A SM/C CODE        R51MFP0C
    012   VIEW    ASSOCIATED ACTIVITIES OF PARENT ACTY        R51MFP0D
    013   VIEW    ASSOCIATED ACTIVITIES OF AN A/C CODE        R51MFP0E
    014   VIEW    ASSOCIATED ACTIVITIES/SUB A/C CODE          R51MFP0F
    015   VIEW    ASSOCIATED ACTIVITIES/ACTIVITY CODE         R51MFP0H
 INSTRUCTIONS:  TO INITIATE A PROGRAM ENTER THE FUNCTION NUMBER AND KEY(S) IF
                KNOWN.  ENTER "H" IN COMMAND OR PRESS PF1 FOR HELP.
                PRESS PF2 OR PA2 TO RETURN TO SIGN-ON SCREEN.
 COMMAND: PF    PRESS PF12 TO SIGN OFF.          (*) - FUNCTION INOPERATIVE.
 FN: █   KEY:

                                      HCECAB 10AUG1999 11:22:02

 TN 751                            NUM                        23/006


 PF1      PF2      PF3      PF4      PF5      PF6      PF7      PF8      PF9      PF10
 PF11     PF12     PF13     PF14     PF15     PF16     PF17     PF18     PF19     PF20
 PF21     PF22     PF23     PF24     PA1      PA2      PA3      Clear    Reset    Enter
 Er EOF   Er Inp   Dup      Fld Mark Sys Rq   Attn     Insert   Home

 Start   ...  Microsoft Word   User Information - Microsof...   facso1 Secure Web Acce...   1 - OC://WebConnec...        11:31 AM
```

For NFADB purposes, "Ingrant Property" pertains to Classes 1 and 2 property under the control of DON by reason of a lease, administrative agreement between the US Government and other Governments, temporary permit, license or other agreement. DON does not own Ingrant Property but has accounting responsibility for the property. Ingrant Property is referred to as "Temporary Acquisition".

Type in the function number at "FN" from the Description Column for "NFA Class 2 Cost Data Transactions". This will take you to the first procedure to add a new PR (acquisition) for a Class 2 ingrant property

Press Enter key.

This is the "CLASS 2 COST DATA TRANSACTIONS" screen used for reporting acquisition, correction and capital improvement costs for DON Owned Class 2 Property. For Class 2 Ingrant Property, this screen is used only to create new Property Records for acquisitions and not used to report acquisition, correction or capital improvement costs.

NOTE: Messages will appear at the bottom of the screen providing you with ongoing status of your data entry.   Messages include "COST TRANSACTIONS WERE ADDED TO THE DATABASE", "UIC NOT IN MAGIC", "PRNO EXISTS – ACTION TYPE CANNOT BE 1 (ACQUISITION)", etc.

CLASS 2 COST DATA TRANSACTIONS

```
5 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL
File  Edit  Settings  Help

  R80BA1   ADD              NAVY FACILITY ASSETS DATA BASE
  PF KEY:                   CLASS 2 COST DATA TRANSACTIONS
  ACTIVITY UIC..

     BEGINNING BALANCE..                    ENDING BALANCE..
  PROPERTY  DELTA    ACT  COST CHG   CALC NEW        COST          COST
  RECORD    COST     TYP  EFF DATE   GOVT COST    REFERENCE DOC  REFERENCE DOC




  PLEASE ENTER ACTY UIC AND COST DATA, SUCH AS:
     PRNO, DELTA COST, ACT TYPE, EFF DATE, & COST REFERENCE DOC.
  ENTER=EXECUTE          PF2=EXIT
  FN:     KEY:
                                              10AUG99 15:20:56
  TN 178                                           05/017
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Start | About Working Offl... | Microsoft Word | User Information - ... | facso1 Secure We... | 5 - OC://WebC... | 3:37 PM

Input the following fields under "COST DATA TRANSACTIONS":

- Activity UIC
- PR NO
- Delta Cost – not applicable*
- Action Type - 1
- Cost Change Effective Date - BOD
- Cost Reference Document Number - Contract Number/Project Number/Job Order Number, etc.

*NOTE: Delta cost is not applicable to Ingrant Property as this cost pertains only to DON owned properties. DON controls Ingrant Property and its costs are accounted as Appraisal Estimates or Rent Paid.

Press ENTER key.

Edit messages will appear on the bottom of the screen requesting review of cost data information.

- Press ENTER key to confirm review

The following will appear on the bottom of the screen "COST TRANSACTIONS WERE ADDED TO THE DATABASE" to confirm that the cost data information has been accepted.

CLASS 2 COST DATA TRANSACTIONS

Return to the NITC Database Functions Menu Screen by selecting PF2.   Type in the function number at "FN" from the Description Column for "NFA Class 2 Property Record". This will take you to the next procedure to complete an Ingrant PR for Class 2.

Press ENTER key.

This screen provides the user with a menu of all the options available to access a PR on line.

SCREEN OPTION 0 – MENU AND CONTROL INFORMATION

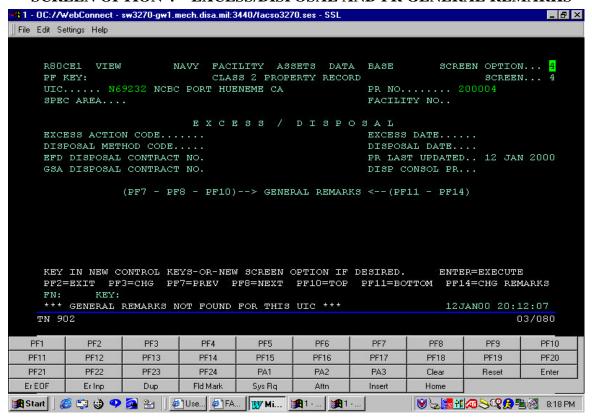

Input the following fields:

- Screen option 1
- UIC
- PR NO

Press ENTER key.

This screen defines the "LOCATION" and "GENERAL INFORMATION" and allows the user to view the data.

This screen is in a 'View' mode.

SCREEN OPTION 1 – LOCATION AND GENERAL INFORMATION

```
2 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL

File  Edit  Settings  Help


 R80CB1   VIEW            NAVY  FACILITY  ASSETS  DATA  BASE        SCREEN OPTION... 1
 PF KEY:                       CLASS 2 PROPERTY RECORD                     SCREEN... 1

 UIC...... N61581 COMFLEACT YOKOSUKA JA            PR NO........ 200006
 SPEC AREA....                                     FACILITY NO..

             L O C A T I O N                    G E N E R A L   I N F O
   COUNTRY...    **********************   FACILITY TYPE.... 0 ********
   STATE.....    **********************   ACTION.......... 1 ACQUISITION
   COUNTY....    **********************   HOUSING.......... NO
   CITY......    **********************   PR REVIEW DATE...
   MAP GRID..                            FACILITY NAME....

   RPTG CLMT UIC.... N00070 PACFLT        PR LAST UPDATED.. 12 AUG 1999
   FORMER UIC... ******


 KEY IN NEW CONTROL KEYS -OR- NEW SCREEN OPTION IF DESIRED.
 ENTER=EXECUTE                              PF2=EXIT
 PF3=CHANGE                    PF13=PRNO REQ FOR PRINT
 FN:    KEY:
 **WARNING** NO UTILIZATION DATA FOR THIS PRNO.          12AUG99 14:22:05
 TN 308                                                           03/080
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Start | User Information - ... | facso1 Secure We... | 1 - OC://WebCon... | Microsoft Word... | 2 - OC://WebCon... | 2:24 PM

Select PF 3 to input required "LOCATION" and "GENERAL INFORMATION" data.

Input the following fields:

- SPEC AREA (Special Area) – if applicable
- Facility NO – not applicable for Ingrant

Input the following fields under "LOCATION" and "GENERAL INFORMATION":

- Country – computer generated*
- Facility Type – computer generated after Category Code is completed on screen 5.
- State – computer generated*
- Action – computer generated
- County – computer generated*
- Housing – defaults to "No". If facility is in support of Housing, this must be changed to "Yes".
- City – computer generated*
- PR Review Date – not applicable to acquisitions
- Map Grid
- Facility Name – must be entered
- RPTG CLMT UIC – computer generated from Maint Resp
- PR Last Updated – computer generated from date of latest entry
- FORMER UIC – not applicable to new PR

*NOTE: These are not required fields as they are computer generated from the Activity UIC. If a Special Area is used, the County and City Codes may be different from what is computer generated and must be verified and changed if applicable.

Press ENTER key.

SCREEN OPTION 1 – LOCATION AND GENERAL INFORMATION

Input Screen Option 2

Press ENTER key.

This screen defines the "ACQUISITION" and "INGRANT" data.

This screen is in a 'View' Mode.

SCREEN OPTION 2 – ACQUISITION/INGRANT

```
2 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL
File  Edit  Settings  Help

 R80CC1  VIEW         NAVY  FACILITY  ASSETS  DATA  BASE      SCREEN OPTION... 2
 PF KEY:                  CLASS 2 PROPERTY RECORD                  SCREEN... 2

 UIC...... N61581 COMFLEACT YOKOSUKA JA          PR NO........ 200006
 SPEC AREA....                                   FACILITY NO.. 1002

     A C Q U I S I T I O N                 I N G R A N T
 ESTATE......    ********************   APPR/EST VALUE...
 ACQ CONT NO.                           APPR/EST DATE....
 ACQ DATE....                           EFFECTIVE DATE...
 GOVT COST...                           EXPIRATION DATE..
 (INCLUDES CONSTRUCTION, DESIGN         MAXIMUM TERM.....    YEARS
   OVERHEAD AND OTHER COSTS)            REFERENCE PR NO..
                                        RENT PAID........
 LAND CCN....                           DOD INSTALLATION.
 NATO JFAI...                           EFD/ORIG CONT NO.
 PR LAST UPDATED.. 12 AUG 1999          LESSOR NAME...
 KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED.
          ENTER=EXECUTE     PF2=EXIT
          PF3=CHANGE        PF14=COST DATA
 FN:    KEY:
                                               12AUG99 14:24:46
 TN 308                                                  03/080
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Start | User Information - ... | facso1 Secure We... | 1 - OC://WebCon... | Microsoft Word... | 2 - OC://WebCon... | 2:27 PM

Select PF3 to input required "ACQUISITION" and "INGRANT" data.

Input the following fields under "ACQUISITION" and "INGRANT" for Ingrant Property:

- Estate Code – select from List of Temporary Acquisitions in P-78
- Appr/Est Value – after value is entered, press tab key and type in "A" for Actual "E" for Estimate
- Acq Cont No – must be entered
- Appr/Est Date – must be entered
- Acq Date – must be entered
- Effective Date – must be entered
- Expiration Date – must be entered
- Maximum Term – must be entered
- Reference PR NO – if applicable
- Rent Paid – if applicable
- Land CCN – must be entered. Select from list in P-72
- DOD Installation – must be entered
- NATO JFAI – if applicable
- EFD/Orig Contr No – same as Acq Cont No
- Lessor Name – must be entered
- PR Last Updated – computer generated from date of latest entry

Press ENTER key.

SCREEN OPTION 2 – ACQUISITION/INGRANT

Input Screen Option 3.

Press ENTER key.

This screen defines "MEASUREMENTS" (in English & Metric), "CONSTRUCTION", and "MAINTENANCE" data.

This screen is in a 'View' mode.

SCREEN OPTION 3 – MEASUREMENTS/CONSTRUCTION/MAINTENANCE

```
2 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL
File  Edit  Settings  Help


  R80CD1  VIEW          NAVY  FACILITY  ASSETS  DATA  BASE        SCREEN OPTION... 3
  PF KEY:                       CLASS 2 PROPERTY RECORD                    SCREEN... 3
  UIC...... N61581 COMFLEACT YOKOSUKA JA            PR NO........ 200006
  SPEC AREA....                                     FACILITY NO.. 1002
                        M E A S U R E M E N T S
     LENGTH...              FT        WIDTH.....        FT      HEIGHT.....        FT
                        M                            M                           M
     AREA/UM..                    STORIES...              IRREGULAR..

                        C O N S T R U C T I O N
     YEAR BUILT....        ORIG PROJ NO....          CURR PROJ NO.
     YEAR IMPROVED.        HISTORIC INDICATOR...
     ABMP CODE.....        CONSTRUCTION TYPE.....
                        M A I N T E N A N C E
     PRI USE CAT CD..      **************   MAINT FUND CODE... A O&M,N
     MAINT RESP...... N61581 COMFLEACT YOKOSUKA JA
     PR LAST UPDATED. 12 AUG 1999


  KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED
  ENTER= EXECUTE     PF2=EXIT     PF3=CHANGE
  FN:     KEY:
  *** PROPERTY RECORD WAS NOT CHANGED ***                 12AUG99 14:35:26
  TN 308                                                           03/080
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Start | User Information - ... | facso1 Secure We... | 1 - OC://WebCon... | Microsoft Word... | 2 - OC://WebCon... | 2:37 PM

Select PF3 to input required "MEASUREMENTS", "CONSTRUCTION", and "MAINTENANCE" data.

Input the following fields under "MEASUREMENT":

- Length – must be entered for buildings
- Width – must be entered for buildings
- Height - must be entered for buildings
- Area/UM – must be entered for buildings UM (unit of measure) ex. *SF, SY*
- Stories – must be entered for buildings
- Irregular (building shape) – must be entered for buildings. Input "yes" or "no"

Input the following fields under "CONSTRUCTION":

- Year Built – must be entered
- Orig Proj No – if applicable
- Curr Proj No – if applicable
- Year Improved – if applicable
- Historic Indicator – if applicable
- ABMP *(Attic, Basement, Mezzanine, Penthouse)* – if applicable
- Construction Type – must be entered

Input the following fields under "MAINTENANCE":

- Pri Use Cat Cd - computer generated from primary use of facility after screen 5 is completed
- Maint Fund Code – must be entered
- Maint Resp – must be entered
- PR Last Updated – computer generated from date of latest entry

Press ENTER key.

SCREEN OPTION 3 – MEASUREMENT/CONSTRUCTION/MAINTENANCE

Input Screen option 5.

Press ENTER key.

This screen provides category code and condition information.

This screen is in a 'View' mode.

SCREEN OPTION 5 – STATUS/UTILIZATION OR MAXIMUM OCCUPANCY


```
R80CF1  VIEW            NAVY  FACILITY  ASSETS  DATA  BASE        SCREEN OPTION...  5
PF KEY:                        CLASS 2 PROPERTY RECORD                   SCREEN...  5
UIC...... N61581 COMFLEACT YOKOSUKA JA             PR NO........ 200006
SPEC AREA....                                      FACILITY NO.. 1002

CATEGORY CODE..                                         EE DATE..

ENGLISH  AREA/        OTHER/       NAVALT/       DEF CODES
ADEQ
SUBST
INADQ
 TOT
METRIC   AREA/        OTHER/       NAVALT/       DEF CODES
ADEQ
SUBST                                                 USE LAST UPDATED
INADQ
 TOT
KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED.
ENTER=EXECUTE    PF2=EXIT    PF3=CHG    PF4=ADD    PF6=DEL   PF7=PREV   PF8=NEXT
PF14=AUDIT TRAIL  PF15=OUTGRANT   PF16=FPD   PF18=CCN & UIC/OGID:
FN:    KEY:
USE USER RECORD NOT FOUND, TO ADD PRESS PF4.               12AUG99 14:36:20
TN 308                                                             03/080
```

Select PF4 to add required information.

Input the following fields under "STATUS UTILIZATION":

- Category Code – must be entered*
- EE Date – not applicable
- User-UIC – must be entered

*NOTE: P-72 lists required Units of Measure *(SF, Other, NAVALT)* for each Category Code. These codes may have more than one unit of measure. All units of measure must be reported on the PR.

- Adeq – if applicable
- Subst – if applicable
- Inadq – if applicable
- Def Codes – if applicable (must be entered if a facility is designated as Subst or Inadq)

NOTE: Adeq, Subst, Inadq can be entered in English or Metric.

Press ENTER key.

SCREEN OPTION 5 – STATUS/UTILIZATION OR MAXIMUM OCCUPANCY

Select PF4 to add additional use required information.

Adding additional use (new Category Code) to a multiple–use facility.

This screen is in an 'Add' mode.

SCREEN OPTION 5 – STATUS/UTILIZATION OR MAXIMUM OCCUPANCY

```
41 - DC://AWebConnect - sw3270-gw1.mech.dssa.mil:3440/tacso3270.sex - SSL
File Edit Settings Help


R80CF1  ADD         NAVY  FACILITY  ASSETS  DATA  BASE      SCREEN OPTION... 5
PF KEY:                    CLASS 2 PROPERTY RECORD                  SCREEN... 5
UIC...... N61581 COMFLEACT YOKOSUKA JA           PR NO........ 200006
SPEC AREA....                                    FACILITY NO.. 1002

CATEGORY CODE..                                  EE DATE..
USER UIC/OG ID.
ENGLISH  AREA/        OTHER/       NAVALT/      DEF CODES
ADEQ
SUBST
INADQ
 TOT
METRIC    AREA/        OTHER/       NAVALT/      DEF CODES
ADEQ
SUBST                                              USE LAST UPDATED
INADQ
 TOT


ENTER USE CCN AND USER UIC OR OUTGRANT ID.
ENTER=UPDATE    PF2=EXIT W/O ADDING RECORD      PF15=OUTGRANT
FN:     KEY:
                                                11JAN00 14:41:35
TN 693                                                    08/018
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
ErEOF	ErInp	Dup	FldMark	SysRq	Attn	Insert	Home		

Input the following fields under "STATUS UTILIZATION":

- Category Code – must be entered*
- EE Date – not applicable
- User-UIC – must be entered

NOTE: P-72 lists required Units of Measure *(SF, Other, NAVALT)* for each Category Code. These codes may have more than one unit of measure. All units of measure must be reported on the PR.

- Adeq – if applicable
- Subst – if applicable
- Inadq – if applicable
- Def Codes – if applicable (must be entered if a facility is designated as Subst or Inadq)

NOTE: Adeq, Subst, Inadq can be entered in English or Metric.

Press ENTER key.

This screen provides Category Code, User-UIC, Condition and Deficiency Code information.

SCREEN OPTION 5 – STATUS/UTILIZATION OR MAXIMUM OCCUPANCY

Select PF4 to add additional use required information.

This screen is in an 'Add' mode.

SCREEN OPTION 5 – STATUS/UTILIZATION OR MAXIMUM OCCUPANCY

```
-i 1 - DC://WebConnect - sw3270-gw1.mech.disa.mil:3448/Tacsso3270.ses - SSL          _|@|X|
File Edit Settings Help


   R80CF1   ADD          NAVY  FACILITY  ASSETS  DATA  BASE      SCREEN OPTION... 5
   PF KEY:                      CLASS 2 PROPERTY RECORD                 SCREEN... 5
   UIC...... N61581 COMFLEACT YOKOSUKA JA          PR NO........ 200006
   SPEC AREA....                                   FACILITY NO.. 1002

   CATEGORY CODE.. █                                       EE DATE..
   USER UIC/OG ID.
   ENGLISH  AREA/         OTHER/      NAVALT/      DEF CODES
   ADEQ
   SUBST
   INADQ
    TOT
   METRIC   AREA/         OTHER/      NAVALT/      DEF CODES
   ADEQ
   SUBST                                              USE LAST UPDATED
   INADQ
    TOT


   ENTER USE CCN AND USER UIC OR OUTGRANT ID.
   ENTER=UPDATE    PF2=EXIT W/O ADDING RECORD      PF15=OUTGRANT
   FN:     KEY:
                                                       11JAN00 14:41:35
  TN 693                                                       08/018
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	FldMark	Sys Rq	Attn	Insert	Home		

Input the following fields under "STATUS UTILIZATION":

- Category Code – must be entered*
- EE Date – not applicable
- User-UIC – must be entered

NOTE: P-72 lists required Units of Measure *(SF, Other, NAVALT)* for each Category Code. These codes may have more than one unit of measure. All units of measure must be reported on the PR.

- Adeq – if applicable
- Subst – if applicable
- Inadq – if applicable
- Def Codes – if applicable (must be entered if a facility is designated as Subst or Inadq)

NOTE: Adeq, Subst, Inadq can be entered in English or Metric.

Press ENTER key.

This screen provides the Category Code, User-UIC, Condition and Deficiency Code information.

SCREEN OPTION 5 – STATUS/UTILIZATION OR MAXIMUM OCCUPANCY

```
2 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL
File  Edit  Settings  Help


R80CF1  VIEW          NAVY  FACILITY  ASSETS  DATA  BASE      SCREEN OPTION... 5
PF KEY:                 CLASS 2 PROPERTY RECORD               SCREEN... 5
UIC...... N61581 COMFLEACT YOKOSUKA JA        PR NO........ 200006
SPEC AREA....                                 FACILITY NO.. 1002
        (PF3-PF4-PF6)---> STATUS / UTILIZATION <---(PF7-PF8-PF18)
CATEGORY CODE.. 74043     GYMNASIUM                  EE DATE..
USER-UIC...... N61581    COMFLEACT YOKOSUKA JA
ENGLISH  AREA/ SF*    OTHER/      NAVALT/     DEF CODES
ADEQ      20,400.00
SUBST
INADQ
 TOT      20,400.00
METRIC   AREA/ m2*    OTHER/      NAVALT/     DEF CODES
ADEQ       1,895.22
SUBST                                         USE LAST UPDATED
INADQ                                            12 AUG 1999
 TOT       1,895.22
KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED.
ENTER=EXECUTE    PF2=EXIT    PF3=CHG    PF4=ADD    PF6=DEL    PF7=PREV    PF8=NEXT
PF14=AUDIT TRAIL  PF15=OUTGRANT    PF16=FPD    PF18=CCN & UIC/OGID:
FN:     KEY:
*** USE USER RECORD WAS ADDED ***                        12AUG99 14:40:06
TN 308                                                            03/080
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

```
Start | User Information - ... | facso1 Secure We... | 1 - OC://WebCon... | Microsoft Word... | 2 - OC://WebCon...        2:42 PM
```

This completes the procedure for adding a new Class 2 Ingrant PR.

REPORTING DON INGRANT CLASS 2 CAPITAL IMPROVEMENTS

Ingranted Class 1 & 2 Capital Improvements will be reported in the NFADB at no cost in the "Government Cost" field. The "Cost Data Transaction" screen is not updated. The cost of the Capital Improvement will be reported in the appropriate "Appr/Est Value" field.

Type in the function number at "FN" from the description column for "NFA CLASS 2 Property Record".

Press ENTER key.

This will take you to the next procedure to complete a Class 2 PR for Ingrant Capital Improvements.

SCREEN OPTION 0 – MENU AND CONTROL INFORMATION

Input the following fields:

- Screen Option 2
- UIC
- PR NO

Press ENTER key.

This screen defines the "ACQUISITION" and "INGRANT" data of a PR.

This screen is in a 'View' Mode.

SCREEN OPTION 2 – ACQUISITION/INGRANT INFORMATION

```
R80CC1   VIEW          NAVY  FACILITY  ASSETS  DATA  BASE      SCREEN OPTION... 2
PF KEY:                      CLASS 2 PROPERTY RECORD                   SCREEN... 2

UIC...... N61581 COMFLEACT YOKOSUKA JA           PR NO........ 200006
SPEC AREA....                                    FACILITY NO.. 1002

       A C Q U I S I T I O N                       I N G R A N T
ESTATE...... 27 FMRA/N                  APPR/EST VALUE...  $1,500,000  E
ACQ CONT NO. FSC-MEMO3287               APPR/EST DATE.... 12 AUG 1999
ACQ DATE.... 12 AUG 1999                EFFECTIVE DATE... 23 JUN 1960
GOVT COST...                            EXPIRATION DATE..  N/A
(INCLUDES CONSTRUCTION, DESIGN          MAXIMUM TERM.....   YEARS
  OVERHEAD AND OTHER COSTS)             REFERENCE PR NO..
                                        RENT PAID........
LAND CCN.... 92320                      DOD INSTALLATION. YES
NATO JFAI...                            EFD/ORIG CONT NO.
PR LAST UPDATED.. 12 AUG 1999           LESSOR NAME...
KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED.
          ENTER=EXECUTE      PF2=EXIT
          PF3=CHANGE         PF14=COST DATA
FN:    KEY:
*** PROPERTY RECORD HAS BEEN UPDATED ***                 12AUG99 14:32:30
TN 308                                                              03/080
```

Select PF3 to input required "INGRANT" data.

Input the following field under "INGRANT":

- Appr/Est Value – Increase Appr/Est with Capital Improvement Costs.
  (Total new Appr/Ext Value = $2,000,000)

Press ENTER key.

SCREEN OPTION 2 – ACQUISITION/INGRANT INFORMATION

Input Screen Option 3.

Press ENTER key.

This screen defines the "MEASUREMENTS" *(in English & Metric),* "CONSTRUCTION", and "MAINTENANCE" data.

This screen is in a 'View' mode.

SCREEN OPTION 3 – MEASUREMENTS/CONSTRUCTION/MAINTENANCE

```
2 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL
File  Edit  Settings  Help


  R80CD1   VIEW           NAVY  FACILITY  ASSETS  DATA  BASE       SCREEN OPTION... 3
  PF KEY:                      CLASS 2 PROPERTY RECORD                   SCREEN... 3
  UIC...... N61581 COMFLEACT YOKOSUKA JA            PR NO........ 200006
  SPEC AREA....                                     FACILITY NO.. 1002
                        M E A S U R E M E N T S
     LENGTH...          FT      WIDTH.....        FT      HEIGHT.....        FT
                        M                         M                          M
     AREA/UM..                   STORIES...              IRREGULAR..

                        C O N S T R U C T I O N
     YEAR BUILT....        ORIG PROJ NO....        CURR PROJ NO.
     YEAR IMPROVED.        HISTORIC INDICATOR...
     ABMP CODE.....        CONSTRUCTION TYPE.....
                        M A I N T E N A N C E
     PRI USE CAT CD..      *************   MAINT FUND CODE... A O&M,N
     MAINT RESP...... N61581 COMFLEACT YOKOSUKA JA
     PR LAST UPDATED. 12 AUG 1999

  KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED
  ENTER= EXECUTE     PF2=EXIT     PF3=CHANGE
  FN:     KEY:
  *** PROPERTY RECORD WAS NOT CHANGED ***                    12AUG99 14:35:26
 TN 308                                                            03/080
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Start | User Information - ... | facso1 Secure We... | 1 - OC://WebCon... | Microsoft Word... | 2 - OC://WebCon... | 2:37 PM

Select PF3 to input required "MEASUREMENTS", "CONSTRUCTION", and "MAINTENANCE" data.

The $500,000 Capital Improvement to Facility Number 1002 increased the area of the building by 1,000 SF.

Input the following fields under "MEASUREMENTS":

- Area/UM – 1,000 SF additional to 22,500 SF existing
    (Total area = 23,500 SF)

Input the following fields under "CONSTRUCTION":

- Curr Proj No – FIP873
- Year Improved – 1999
- ABMP Code – "M" for Mezzanine

Press ENTER key.

SCREEN OPTON 3 – MEASUREMENTS/CONSTRUCTION/MAINTENANCE

Input Screen Option 5.

Press ENTER key.

This screen provides Category Code, User-UIC, Condition and Deficiency Code information.

This screen is in a 'View' mode.

Category Code 610-10 was increased by 1,000 SF Capital Improvement.

Select PF3 to input required capital improvement information.

Input the following fields under "STATUS/UTILIZATION":

- Adeq – 1,000 SF additional to 600 SF existing
  (Total Adeq Area = 1,600 SF)

Press ENTER key.

SCREEN OPTION 5 – STATUS/UTILIZATION OR MAXIMUM OCCUPANCY

This completes the procedure for reporting Class 2 Ingrant Capital Improvements

REPORTING DON INGRANT CLASS 2 RENEWALS

Type in the function number at "FN" from the description column for "NFA CLASS 2 Property Record".

Press ENTER key.

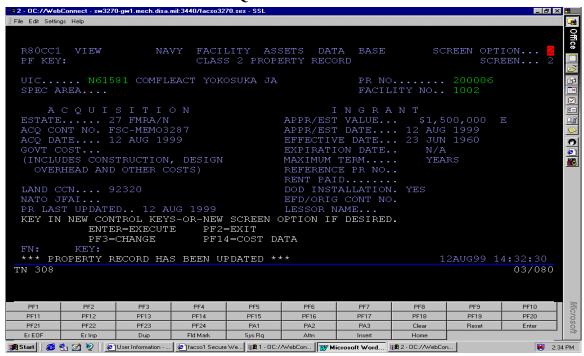### SCREEN OPTION 0 – MENU AND CONTROL INFORMATION

Input the following fields:

- Screen Option 2
- UIC
- PR NO

Press ENTER key.

This screen defines the "ACQUISITION" and "INGRANT" data of a PR.

This screen is in a 'View' Mode.
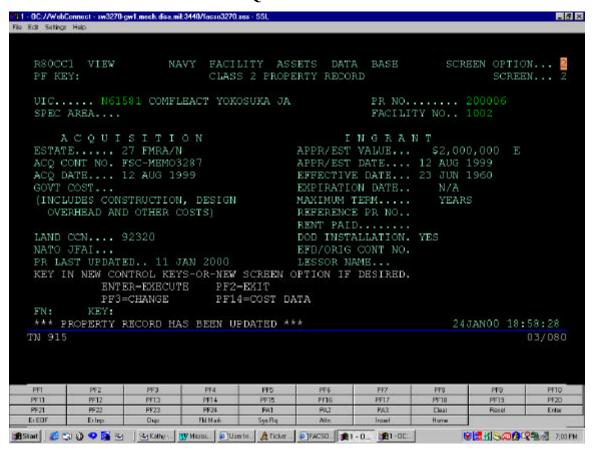
SCREEN OPTION 2 – ACQUISITION/INGRANT

```
2 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL
File  Edit  Settings  Help

R80CC1  VIEW          NAVY  FACILITY  ASSETS  DATA  BASE      SCREEN OPTION... 2
PF KEY:                      CLASS 2 PROPERTY RECORD                   SCREEN... 2

UIC...... N61581 COMFLEACT YOKOSUKA JA        PR NO........ 200006
SPEC AREA....                                 FACILITY NO.. 1002

     A C Q U I S I T I O N                   I N G R A N T
ESTATE...... 27 FMRA/N            APPR/EST VALUE...  $1,500,000  E
ACQ CONT NO. FSC-MEMO3287         APPR/EST DATE.... 12 AUG 1999
ACQ DATE.... 12 AUG 1999          EFFECTIVE DATE... 23 JUN 1960
GOVT COST...                      EXPIRATION DATE..    N/A
 (INCLUDES CONSTRUCTION, DESIGN   MAXIMUM TERM.....    YEARS
   OVERHEAD AND OTHER COSTS)      REFERENCE PR NO..
                                  RENT PAID........
LAND CCN.... 92320                DOD INSTALLATION. YES
NATO JFAI...                      EFD/ORIG CONT NO.
PR LAST UPDATED.. 12 AUG 1999     LESSOR NAME...
KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED.
            ENTER=EXECUTE     PF2=EXIT
            PF3=CHANGE         PF14=COST DATA
FN:     KEY:
*** PROPERTY RECORD HAS BEEN UPDATED ***               12AUG99 14:32:30
TN 308                                                           03/080

PF1    PF2    PF3    PF4    PF5    PF6    PF7    PF8    PF9    PF10
PF11   PF12   PF13   PF14   PF15   PF16   PF17   PF18   PF19   PF20
PF21   PF22   PF23   PF24   PA1    PA2    PA3    Clear  Reset  Enter
Er EOF Er Inp Dup    Fld Mark Sys Rq Attn  Insert Home

Start   User Information -...  facso1 Secure We...  1 - OC://WebCon...  Microsoft Word...  2 - OC://WebCon...   2:34 PM
```

Select PF3 to input required Ingrant Renewal data.

Input the following fields under "ACQUISITION" and "INGRANT" as appropriate.

- Acq Cont No – renewal contract number
- Effective Date – must be entered
- Expiration Date – must be entered
- Maximum Term – must be entered
- Rent Paid – if applicable

NOTE: The above procedure does not apply to Foreign Military Rights Agreements renewal of Ingrant Property.   In this particular example, changes are not required.

This completes the procedure for reporting DON Ingrant Class 2 Renewal.

REPORTING DON OWNED CLASS 1 PROPERTY

Add a New Property Record (PR)

This is the NITC Database Menu Screen. This screen provides a view of all functions accessible to you. The functions displayed on the screen should match the list of functions given to you by the NITC Database Group. If the list exceeds 15 functions, you will not be able to view them all on one screen. Press "ENTER" and the remaining functions will be displayed on the screen. If you do not have any more functions, a message will be displayed at the bottom of your screen indicating "THIS IS THE LAST PAGE OF YOUR MENU".   If you press ENTER while on this last screen, the system will automatically page backwards.

NITC DATA BASE FUNCTIONS MENU

There are four columns on this screen:

- Function (FN): Function Number
- Type of access: View, Change, Add, Print, etc.
- Description: Name of functions
- Program: Identification number of program that executes the function

Type in the function number at "FN" under the Description Column for "NFA Class 1 Cost Data Transactions". Press ENTER key. This will take you to the first procedure to add a new PR (acquisition) for a Class 1 facility.

This is the "CLASS 1 COST DATA TRANSACTIONS" screen used for reporting acquisitions, correction and capital improvement costs.

NOTE: Messages will appear at the bottom of the screen providing you with ongoing status of your data entry.   Messages include "COST DATA TRANSACTIONS WERE ADDED TO THE DATABASE", "UIC NOT IN MAGIC", "PRNO EXISTS – ACTION TYPE CANNOT BE 1 (ACQUISITION)", etc.

CLASS 1 COST DATA TRANSACTIONS

Input the following fields under "COST DATA TRANSACTIONS":

- Activity UIC
- PR NO
- Delta Cost (acquisition cost)
- Action Type - 1 (acquisition)
- Cost Chg Eff Date - BOD
- Cost Reference Doc - Contract Number/Project Number/Job Order Number, etc.

Press ENTER key.

Edit message will appear on the bottom of the screen requesting review of cost data information.

Press ENTER key to confirm review.

The following will appear on the bottom of the screen "COST TRANSACTIONS WERE ADDED TO THE DATABASE" to confirm that the cost data information has been accepted.

CLASS 1 COST DATA TRANSACTIONS

Return to the NITC Database Functions Menu Screen by selecting PF2. Type in the function number "FN" from the Description Column for "NFA Class 1 Property Record". Press ENTER key. This will take you to the next procedure to complete a PR for Class 1.

This screen provides the user with a menu of all the options available to access a PR on line.

SCREEN OPTION 0 – MENU AND CONTROL INFORMATION

Input the following fields:

- Screen option 1
- UIC
- PR NO

Press ENTER key.

This screen defines the "LOCATION" and "GENERAL INFORMATION" of a PR and allows the user to view the data.

This screen is in a 'View' mode.

SCREEN OPTION 1- LOCATION AND GENERAL INFORMATION

Select PF3 to input required "LOCATION" and "GENERAL INFORMATION" data.

Input the following field: SPEC AREA (Special Area) - if applicable

Input the following fields under "LOCATION":

- Country - not applicable*
- State - not applicable*
- County - not applicable*
- City - not applicable*
- Map Grid – if applicable
- Rptg Clmt UIC - computer generated from Maint Resp UIC
- Former UIC - not applicable to new PR

*NOTE: These are not required fields as they are computer generated from the Activity UIC. If a Special Area is used, the County and City Codes may be different from what is computer generated and must be verified and changed if applicable.

Input the following fields under "GENERAL INFORMATION":

- Facility Type – computer generated after all screens are generated
- Action - not applicable
- Housing – must be entered. If facility is in support of Housing, this must be "Yes".
- PR Review Date - not applicable to acquisitions
- Facility Name – must be entered
- PR Last Updated - computer generated from date of latest entry

Press ENTER key.

SCREEN OPTION 1- LOCATION AND GENERAL INFORMATION

Input Screen Option 2.

Press ENTER key.

This screen defines the "ACQUISITION" and "INGRANT" data of a PR. "INGRANT" data is not applicable to DON owned facilities.

This screen is in a 'View' mode.

SCREEN OPTION 2- ACQUISITION/INGRANT

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL

File  Edit  Settings  Help


    R80DC1   VIEW            NAVY   FACILITY  ASSETS  DATA  BASE      SCREEN OPTION... 2
    PF KEY:                  CLASS 1 PROPERTY RECORD                  SCREEN... 2

    UIC...... N69232 NCBC PORT HUENEME CA            PR NO.. 100001
    SPEC AREA....

        A C Q U I S I T I O N                    I N G R A N T
    ESTATE......    ********************  APPR/EST VALUE...
    ACQ CONT NO.                          APPR/EST DATE....
    ACQ DATE....                          EFFECTIVE DATE...
    GOVT COST...    $1,500,000            EXPIRATION DATE..
    (INCLUDES CONSTRUCTION, DESIGN        MAXIMUM TERM.....    YEARS
      OVERHEAD AND OTHER COSTS)           RENT PAID........
                                          REFERENCE PR NO..
    LAND CCN....                          DOD INSTALLATION.
    PR LAST UPDATED.. 27 OCT 1999         EFD/ORIG CONT NO.
                                          LESSOR NAME...

    KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED.
    ENTER=EXECUTE    PF2=EXIT     PF3=CHANGE    PF14=COST DATA
    FN:    KEY:
                                                        27OCT99 20:35:04
    TN 386                                                       03/080
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Start ... 8:39 PM

Select PF3 to input required "ACQUISITION" data.

Input the following fields under "ACQUISITION":

- Estate Code – Select from List of Permanent Acquisitions in P-78
- Acq Cont No - must be entered
- Acq Date – must be entered
- Govt Cost - computer generated from Class 1 Cost Data Transactions
- Land CCN - must be entered. Select from list in P-72
- PR Last Updated - computer generated from date of latest entry

Press ENTER key.

SCREEN OPTION 2- ACQUISITION/INGRANT

Input Screen Option 3.

Press ENTER key.

This screen defines "EXCESS/DISPOSAL" and "GENERAL REMARKS". There is no need to input Excess/Disposal data for a new PR.

This screen is in a 'View' mode.

SCREEN OPTION 3 – EXCESS/DISPOSAL AND PR GENERAL REMARKS

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL

File  Edit  Settings  Help


   R80DD1  VIEW           NAVY  FACILITY  ASSETS  DATA  BASE    SCREEN OPTION... 3
   PF KEY:                     CLASS 1 PROPERTY RECORD                SCREEN... 3
   UIC...... N69232 NCBC PORT HUENEME CA             PR NO... 100001
   SPEC AREA....


                         E X C E S S  /  D I S P O S A L
    EXCESS ACTION CODE.......                     EXCESS DATE.....
    DISPOSAL METHOD CODE.....                     DISPOSAL DATE...
    EFD DISPOSAL CONTRACT NO.                     PR LAST UPDATED. 27 OCT 1999
    GSA DISPOSAL CONTRACT NO.                     DISP CONSOL PR..


            (PF7 - PF8 - PF10) --->  GENERAL REMARKS  <--- PF11 - PF14)




   KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED.     ENTER=EXECUTE
   PF2=EXIT  PF3=CHG  PF7=PREV  PF8=NEXT  PF10=TOP  PF11=BOTTOM  PF14=CHG REMARKS
   FN:      KEY:
   *** GENERAL REMARKS NOT FOUND FOR THIS UIC ***              27OCT99 20:35:57
   TN 386                                                           03/078
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Start | 8:39 PM

Select PF 14 to add any necessary remarks.

This will take you to the "CICS TEXT EDIT UTILITY" screen that will be blank. At this point, you may begin entering any necessary remarks about the PR. PF edit keys are displayed on the bottom of the screen.

CICS TEXT EDIT UTILITY

```
PF KEY:                    CICS TEXT EDIT UTILITY               F31NH1
       R80DDPS0                 CLASS1 GENERAL REMARKS
--------1---------2---------3---------4---------5---------6---------7----
Land purchased on 27 Oct 1999. █                                    001
                                                                    002
                                                                    003
                                                                    004
                                                                    005
                                                                    006
                                                                    007
                                                                    008
                                                                    009
                                                                    010
                                                                    011
                                                                    012
                                                                    013
                                                                    014
--------1---------2---------3---------4---------5---------6---------7----
PF1=INSERT    PF3=MOVE   PF4=COPY   PF5=DELETE            PF2=SAVE & EXIT
PF7=PREVIOUS PF8=NEXT   PF9=FIRST PF10=LAST   PF11=STORE/WORDWRAP   CLR/PA2=CANCEL
FN:    KEY:
                                               27OCT99 20:36:20
TN 386                                                        06/035
```

Select PF2 to save/accept "GENERAL REMARKS" on PR.

This screen displays the newly added "GENERAL REMARKS".

SCREEN OPTION 3 – EXCESS/DISPOSALS AND PR GENERAL REMARKS

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL

File  Edit  Settings  Help


   R80DD1   VIEW            NAVY  FACILITY  ASSETS  DATA  BASE    SCREEN OPTION... 3
   PF KEY:                  CLASS 1 PROPERTY RECORD                SCREEN... 3
   UIC...... N69232 NCBC PORT HUENEME CA              PR NO... 100001
   SPEC AREA....

                       E X C E S S  /  D I S P O S A L
    EXCESS ACTION CODE.......                 EXCESS DATE.....
    DISPOSAL METHOD CODE.....                 DISPOSAL DATE...
    EFD DISPOSAL CONTRACT NO.                 PR LAST UPDATED. 27 OCT 1999
    GSA DISPOSAL CONTRACT NO.                 DISP CONSOL PR..

            (PF7 - PF8 - PF10) --->  GENERAL REMARKS  <--- PF11 - PF14)
      Land purchased on 27 Oct 1999.




   KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED.    ENTER=EXECUTE
   PF2=EXIT  PF3=CHG  PF7=PREV  PF8=NEXT  PF10=TOP  PF11=BOTTOM  PF14=CHG REMARKS
   FN:    KEY:
   *** THIS IS THE END OF THE GENERAL REMARKS ***            12JAN00 19:17:50
   TN 902                                                         03/078
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Input Screen Option 4.

Press ENTER key.

This screen defines "MEASUREMENTS" *(in English and Metric)* of the PR.

This screen is in a 'View' mode.

SCREEN OPTION 4 - MEASUREMENTS

```
R80DE1   VIEW              NAVY  FACILITY  ASSETS  DATA  BASE    SCREEN OPTION... 4
PF KEY:                    CLASS 1 PROPERTY RECORD                    SCREEN... 4

UIC...... N69232 NCBC PORT HUENEME CA                  PR NO... 100001
SPEC AREA....

                      M E A S U R E M E N T S
      ENGLISH
IMPROVED ACRES.....              SEMI-IMPROVED ACRES.......
UNIMPV ACRES.......              OTHER ACRES..............
                                 TOTAL ACRES..............


      METRIC
IMPROVED HECTARES..              SEMI-IMPROVED HECTARES....
UNIMPV HECTARES....              OTHER HECTARES...........
                                 TOTAL HECTARES...........

PR LAST UPDATED.... 27 OCT 1999


KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED
ENTER= EXECUTE     PF2=EXIT     PF3=CHANGE
FN:    KEY:
                                                27OCT99 20:37:07

TN 386                                                  01/001
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Select PF3 to input required "MEASUREMENTS".

Input the following fields under "MEASUREMENTS":

- Improved Acres - as applicable
- Semi-Improved Acres - as applicable
- Unimpv Acres - as applicable
- Other Acres - as applicable
- Total Acres - must be entered

NOTE: Measurements can be entered in English or Metric.

Press ENTER key.

SCREEN OPTION 4 - MEASUREMENTS

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL

File  Edit  Settings  Help


   R80DE1   VIEW            NAVY  FACILITY  ASSETS  DATA  BASE    SCREEN OPTION... 4
   PF KEY:                  CLASS 1 PROPERTY RECORD                    SCREEN... 4

   UIC...... N69232 NCBC PORT HUENEME CA              PR NO... 100001
   SPEC AREA....

                         M E A S U R E M E N T S
        ENGLISH
   IMPROVED ACRES.....        500.00    SEMI-IMPROVED ACRES.......
   UNIMPV ACRES.......                  OTHER ACRES..............
                                        TOTAL ACRES..............        500.00


        METRIC
   IMPROVED HECTARES..        202.34    SEMI-IMPROVED HECTARES....
   UNIMPV HECTARES....                  OTHER HECTARES...........
                                        TOTAL HECTARES...........        202.34

   PR LAST UPDATED.... 27 OCT 1999


   KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED
   ENTER= EXECUTE     PF2=EXIT     PF3=CHANGE
   FN:     KEY:
   **PROPERTY REC HAS BEEN UPDATED/USES DO NOT EQUAL TOTAL ACRES 27OCT99 20:37:22
   TN 386                                                         03/078
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Select Screen Option 5.

Press ENTER key.

This screen defines "FLOOD PLAINS" and "CONTAMINATED SITES" *(in English and Metric)* of a PR.

This screen is in a 'View' mode.

SCREEN OPTION 5 – ENGLISH/METRIC REAL ESTATE MEASUREMENTS

Select PF3 to enter appropriate changes.

Select Screen Option 6.

Press ENTER key.

This screen provides "REAL ESTATE SUMMARY MAP" information.

This screen is in a 'View' mode.

SCREEN OPTION 6 – REAL ESTATE INFORMATION

Select PF3 to input appropriate changes.

Select Screen Option 7.

Press ENTER key.

This screen defines "UTILIZATION" of the land.

This screen is in a 'View' mode.

SCREEN OPTION 7 - UTILIZATION

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL

File  Edit  Settings  Help


   R80DH1   VIEW           NAVY  FACILITY  ASSETS  DATA  BASE      SCREEN OPTION... 7
   PF KEY:                     CLASS 1 PROPERTY RECORD                SCREEN... 7
   UIC...... N69232 NCBC PORT HUENEME CA          PR NO.. 100001
   SPEC AREA....

    (PF3 - PF4 - PF6) --->   U T I L I Z A T I O N   <--- (PF7 - PF8 - PF18)
            USER(S)                  UIC/OG      AREA/ACRES       AREA/HECTARES












   KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED.
   ENTER=EXECUTE  PF2=EXIT  PF3=CHANGE  PF4=ADD  PF6=DELETE  PF7=PREV  PF8=NEXT
   PF10=TOP PF11=BOTTOM  PF14=AUDIT TRAIL PF15=OUTGRANT  PF18=UIC/OGID=
   FN:      KEY:
   USE USER RECORD NOT FOUND, TO ADD PRESS PF4.               27OCT99 20:37:57
   TN 386                                                            03/080
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Start   8:42 PM

Select PF4 to input the required "UTILIZATION" data.

Input the following fields under "UTILIZATION":

- User(s) – computer generated from UIC/OG
- UIC/OG - must be entered
- Area/Acres - must be entered
- Area/Hectares - computer generated from "Area/Acres" field.

Press ENTER key.

SCREEN OPTION 7 - UTILIZATION

This completes the process for adding a DON Owned Class 1 PR.

REPORTING DON OWNED CLASS 1 CAPITAL IMPROVEMENTS

Type in the function number at "FN" under the Description Column for "NFA Class 1 Cost Data Transactions". Press ENTER key. This will take you to the first procedure to report a Capital Improvement.

This is the "CLASS 1 COST DATA TRANSACTIONS" screen used for reporting acquisitions, correction and capital improvement costs. These cost transactions keep track of all the costs against a facility.

NOTE: Messages will appear at the bottom of the screen providing you with ongoing status of your data entry. Messages include "COST TRANSACTIONS WERE ADDED TO THE DATABASE", "UIC NOT IN MAGIC", "PRNO EXISTS – ACTION TYPE CANNOT BE 1 (ACQUISITION)", etc.

CLASS 1 COST DATA TRANSACTIONS

Input the following fields under "COST DATA TRANSACTIONS":

- Activity UIC
- PR NO
- Delta Cost – Cost of Capital Improvement
- Action Type - 2 (Capital Improvement)
- Cost Chg Eff Date - BOD
- Cost Reference Doc - Contract Number/Project Number/Job Order Number, etc.

Press ENTER key.

Edit message will appear on the bottom of the screen requesting review of cost data information.

Press ENTER key to confirm review.

The following will appear on the bottom of the screen "COST TRANSACTIONS WERE ADDED TO THE DATABASE" to confirm that the cost data information has been accepted.

Select PF2 to exit.

CLASS 1 COST DATA TRANSACTIONS

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL

File  Edit  Settings  Help

   R80BB1   ADD              NAVY FACILITY ASSETS DATA BASE
   PF KEY:                   CLASS 1 COST DATA TRANSACTIONS
   ACTIVITY UIC.. n69232    NCBC PORT HUENEME CA

       BEGINNING BALANCE..    $1,500,000      ENDING BALANCE..    $1,700,000
   PROPERTY  DELTA    ACT   COST CHG    CALC NEW         COST            COST
   RECORD    COST     TYP  EFF DATE     GOVT COST   REFERENCE DOC   REFERENCE DOC
   100001    200000 2 12 jan 2000      $1,700,000 n6871199c1800   p-120




   PRESS ENTER TO ADD NEW CONTROL KEYS AND DATA.
   TO GO TO COST HIST SCREEN, USING ARROW KEYS PLACE CURSOR ON PRNO AND HIT PF14
   ENTER=ADD NEW KEYS          PF14=COST HISTORY SCREEN     PF2=EXIT.
   FN:     KEY:
   COST TRANSACTIONS WERE ADDED TO THE DATABASE.            12JAN00 19:21:13
   TN 902                                                            10/002
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Start | Use... | FA... | Mi... | 1 -... | 1 -...   7:25 PM

Type in the function number "FN" from the Description Column for "NFA Class 1 Property Record". Press ENTER key. This will take you to the next procedure to complete a PR for Class 1.

This screen provides the user with a menu of all the options available to access a PR on line.

SCREEN OPTION 0 – MENU AND CONTROL INFORMATION

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL
File  Edit  Settings  Help


    R80DA1              NAVY  FACILITY  ASSETS  DATA  BASE        SCREEN OPTION...
    PF KEY:                   CLASS 1 PROPERTY RECORD                     SCREEN... 0

    UIC..                                          PR NO..

    SCREEN OPTION              DESCRIPTION

            0           MENU AND CONTROL INFORMATION
            1           LOCATION AND GENERAL INFORMATION
            2           ACQUISITION/INGRANT
            3           EXCESS/DISPOSAL AND PROPERTY RECORD GENERAL REMARKS
            4           MEASUREMENTS
            5           REAL ESTATE MEASUREMENTS
            6           REAL ESTATE INFORMATION
            7           UTILIZATION

    CONTROL KEYS  --  ACTY UIC/PR NUMBER

    ENTER SCREEN OPTION NUMBER IF DESIRED.
    PRESS ENTER TO EXECUTE.  PRESS PF2 TO EXIT.
    FN:    KEY:
                                                       27OCT99 20:33:39
    TN 386                                                     03/080
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Input the following fields:

- Screen option 3
- UIC
- PR NO

Press ENTER key.

This screen defines "EXCESS/DISPOSAL" and "GENERAL REMARKS". There is no need to input Excess/Disposal data for a new PR.

This screen is in a 'View' mode.

SCREEN OPTION 3 – EXCESS/DISPOSAL AND PR GENERAL REMARKS

Select PF 14 to add any necessary remarks.

This will take you to the "CICS TEXT EDIT UTILITY" screen that will be blank. At this point, you may begin entering any necessary remarks about the PR. PF edit keys are displayed on the bottom of the screen.
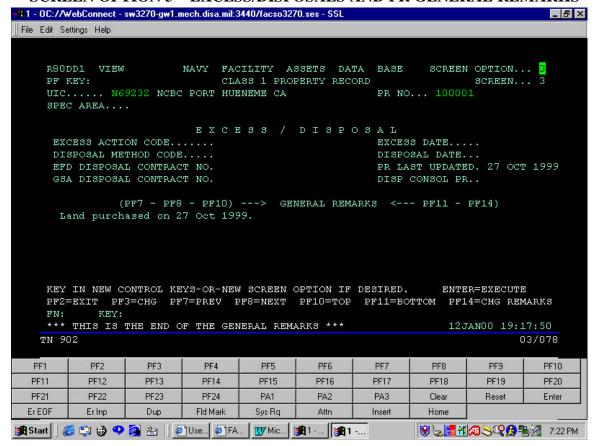
CICS TEXT EDIT UTILITY

```
PF KEY:                    CICS TEXT EDIT UTILITY                F31NH1
        R80DDPSO                    CLASS1 GENERAL REMARKS
---------1---------2---------3---------4---------5---------6---------7----
Land purchased on 27 Oct 1999.  █                                    001
                                                                     002
                                                                     003
                                                                     004
                                                                     005
                                                                     006
                                                                     007
                                                                     008
                                                                     009
                                                                     010
                                                                     011
                                                                     012
                                                                     013
                                                                     014
---------1---------2---------3---------4---------5---------6---------7----
PF1=INSERT    PF3=MOVE   PF4=COPY   PF5=DELETE          PF2=SAVE & EXIT
PF7=PREVIOUS  PF8=NEXT   PF9=FIRST  PF10=LAST   PF11=STORE/WORDWRAP  CLR/PA2=CANCEL
FN:     KEY:
                                                    27OCT99 20:36:20
 TN 386                                                      06/035
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Select PF2 to save/accept "GENERAL REMARKS" on PR.

This screen displays the newly added "GENERAL REMARKS".

SCREEN OPTION 3 – EXCESS/DISPOSAL AND PR GENERAL REMARKS


```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL

File  Edit  Settings  Help

   R80DD1  VIEW          NAVY  FACILITY  ASSETS  DATA  BASE    SCREEN OPTION... 3
   PF KEY:                     CLASS 1 PROPERTY RECORD                   SCREEN... 3
   UIC...... N69232 NCBC PORT HUENEME CA              PR NO... 100001
   SPEC AREA....

                        E X C E S S  /  D I S P O S A L
    EXCESS ACTION CODE.......                    EXCESS DATE.....
    DISPOSAL METHOD CODE.....                    DISPOSAL DATE...
    EFD DISPOSAL CONTRACT NO.                    PR LAST UPDATED. 12 JAN 2000
    GSA DISPOSAL CONTRACT NO.                    DISP CONSOL PR..

            (PF7 - PF8 - PF10) --->  GENERAL REMARKS  <--- PF11 - PF14)
     Land purchased on 27 Oct 1999.

     Capital Improvements - 12 Jan 2000 - $200,000 of landscaping.


   KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED.    ENTER=EXECUTE
   PF2=EXIT  PF3=CHG  PF7=PREV  PF8=NEXT  PF10=TOP  PF11=BOTTOM  PF14=CHG REMARKS
   FN:     KEY:
   *** THIS IS THE END OF THE GENERAL REMARKS ***            12JAN00 19:23:43
   TN 902                                                           03/078
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Start | Use... | FA... | Mic... | 1 -... | 1 -...   7:28 PM

This completes the process of reporting Capital Improvements to DON Owned Class 1.

REPORTING DON OWNED CLASS 1 NEW OUTGRANTS

From your menu select the "NFA Class 1 and 2 Outgrant". This will take you to the procedure to report an Outgrant. This screen defines all the contractual data for an Outgrant.

NFA CLASS 1 AND 2 OUTGRANT

Input the following fields under "CONTRACTUAL DATA":

- UIC
- PR NO
- Outgrant ID – "AA" *(An outgrant identifier is a dual purpose coding device to identify the outgrant record and the outgrantee.   The initial outgrant for a facility is identified with code AA.   All subsequent outgrants may be identified with a sequential code from the series of alphabetic codes i.e. AB, AC, AD, etc.)*

Press ENTER key.

A warning message "NO OG DATA FOR ENTERED UIC/PRNO/OGID" will appear.

NFA CLASS 1 AND 2 OUTGRANT

```
R80GA1  VIEW              NAVY FACILITY ASSETS DATA BASE
PF KEY:                       CLASS 1 AND 2 OUTGRANT


UIC.. n69232                        PR NO.. 100001 OUTGRANT ID.. aa


                    C O N T R A C T U A L   D A T A
OUTGRANTEE NAME.
MAXIMUM TERM....    YEARS            EFD/ORIG CONTRACT NO.
EFFECTIVE  DATE.                     OUTGRANT CONTRACT NO.
EXPIRATION DATE.                     TYPE INSTRUMENT......
APS/EST.........                     OUTGRANTEE TYPE......
APS/EST DATE....                     REFERENCE OR........
RENT RECEIVED...




PLEASE ENTER UIC/PRNO/OGID FOR OUTGRANT TO BE VIEWED.
ENTER=EXECUTE    PF2=EXIT     PF3=CHANGE     PF4=ADD
FN:     KEY:
NO OG DATA FOR ENTERED UIC/PRNO/OGID - PRESS PF4 TO ADD.    12JAN00 19:27:31
TN 902                                                             07/008
```

Select PF4 to add applicable "CONTRACTUAL DATA".

Press ENTER key.

This screen provides the completed Outgrant.

NFA CLASS 1 AND 2 OUTGRANT

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL        _ ■ X
File  Edit  Settings  Help


    R80GA1  VIEW              NAVY FACILITY ASSETS DATA BASE
    PF KEY:                        CLASS 1 AND 2 OUTGRANT


    UIC..  69232                      PR NO..  100001  OUTGRANT ID..  aa


                      C O N T R A C T U A L   D A T A
    OUTGRANTEE NAME. CITY OF PORT HUENEME
    MAXIMUM TERM.... 00 YEARS          EFD/ORIG CONTRACT NO.  N6871197RP00P93
    EFFECTIVE  DATE. 08 DEC 1997       OUTGRANT CONTRACT NO.  N6871197RP00P93
    EXPIRATION DATE.    N/A            TYPE INSTRUMENT......  5 OUT EASEMENT
    APS/EST.........                  OUTGRANTEE TYPE......  5 OTHER GOV
    APS/EST DATE....                  REFERENCE OR........
    RENT RECEIVED...



    PLEASE ENTER UIC/PRNO/OGID FOR OUTGRANT TO BE VIEWED.
    ENTER=EXECUTE    PF2=EXIT      PF3=CHANGE     PF4=ADD
    FN:     KEY:
    *** OUTGRANT RECORD WAS ADDED ***                    12JAN00 19:35:37
    TN 902                                                        07/008
```

Select PF2 to return to main menu.

Type in the function number at "FN" under the Description Column for "NFA Class 1 Property Record". Press ENTER key. This will take you to the next procedure to report an Outgrant.

This screen provides the user with a menu of all the options available to access a PR on line.
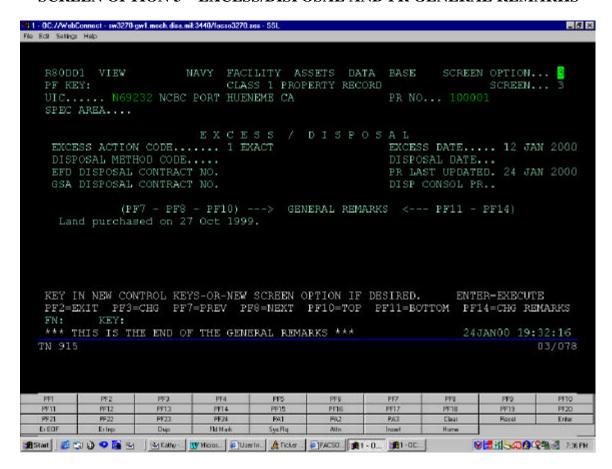
SCREEN OPTION 0 – MENU AND CONTROL INFORMATION

Input the following fields:

- Screen option 7
- UIC
- PR NO

Press ENTER key.

This screen defines "UTILIZATION" of the land.

This screen is in a 'View' mode.

SCREEN OPTION 7 - UTILIZATION

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL
File Edit Settings Help

   R80DH1  VIEW         NAVY  FACILITY  ASSETS  DATA  BASE     SCREEN OPTION... 7
   PF KEY:                  CLASS 1 PROPERTY RECORD                 SCREEN... 7
   UIC...... N69232 NCBC PORT HUENEME CA             PR NO.. 100001
   SPEC AREA....


     (PF3 - PF4 - PF6) --->  U T I L I Z A T I O N  <--- (PF7 - PF8 - PF18)
              USER(S)                UIC/OG     AREA/ACRES       AREA/HECTARES
   NCBC PORT HUENEME CA             N69232        500.00            202.34







   KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED.
   ENTER=EXECUTE  PF2=EXIT  PF3=CHANGE  PF4=ADD  PF6=DELETE  PF7=PREV  PF8=NEXT
   PF10=TOP PF11=BOTTOM  PF14=AUDIT TRAIL PF15=OUTGRANT  PF18=UIC/OGID=
   FN:     KEY:
   *** ALL SELECTED USERS/OG HAVE BEEN ADDED ***          27OCT99 20:39:21
   TN 386                                                          03/080
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Start | 8:43 PM

Select PF4 to input the required "UTILIZATION" data.

Input the following fields under "UTILIZATION":

- UIC/OG - Outgrant Identifier must be entered
- Area/Acres - must be entered
- Area/Hectares - computer generated from "Area/Acres" field.

NOTE: Screen 7 total acres must equal to screen 4 total acres. As you add a new Outgrant, be sure to decrease the Outgrant acreage from acreage of the appropriate User/UIC. Normally, this would be the Activity UIC.

Press ENTER key.

SCREEN OPTION 7 - UTILIZATION

This completes reporting a DON Class 1 Outgrant.

REPORTING DON OWNED CLASS 1 OUTGRANT RENEWALS

From your menu select the "NFA Class 1 and 2 Outgrant". This will take you to the procedure to report an Outgrant. This screen defines all the contractual data for an Outgrant.

Press ENTER key.

NFA CLASS 1 AND 2 OUTGRANT

Input the following fields under "CONTRACTUAL DATA":

- UIC
- PR NO
- Outgrant ID – "AA" *(An outgrant identifier is a dual purpose coding device to identify the outgrant record and the outgrantee.   The initial outgrant for a facility is identified with code AA.   All subsequent outgrants may be identified with a sequential code from the series of alphabetic codes i.e. AB, AC, AD, etc.)*

Press ENTER key.

This screen defines the "CONTRACTUAL DATA" of an Outgrant.

NFA CLASS 1 AND 2 OUTGRANT

```
R80GA1  VIEW              NAVY FACILITY ASSETS DATA BASE
PF KEY:                     CLASS 1 AND 2 OUTGRANT


UIC.. 69232                          PR NO.. 100001 OUTGRANT ID.. aa



                    C O N T R A C T U A L   D A T A
OUTGRANTEE NAME. CITY OF PORT HUENEME
MAXIMUM TERM.... 00 YEARS          EFD/ORIG CONTRACT NO. N6871197RP00P93
EFFECTIVE  DATE. 08 DEC 1997       OUTGRANT CONTRACT NO. N6871197RP00P93
EXPIRATION DATE.    N/A            TYPE INSTRUMENT...... 5 OUT EASEMENT
APS/EST.........                   OUTGRANTEE TYPE...... 5 OTHER GOV
APS/EST DATE....                   REFERENCE OR........
RENT RECEIVED...




  PLEASE ENTER UIC/PRNO/OGID FOR OUTGRANT TO BE VIEWED.
  ENTER=EXECUTE    PF2=EXIT     PF3=CHANGE     PF4=ADD
  FN:    KEY:
  *** OUTGRANT RECORD WAS ADDED ***              12JAN00 19:35:37
  TN 902                                                  07/008
```

Select PF3 to make necessary changes.

Press ENTER key.

This completes the procedure for renewing an Outgrant.

REPORTING DON OWNED CLASS 1 OUTGRANT TERMINATION

Return to the NITC Database Functions Menu Screen by selecting PF2. Type in the function number "FN" from the Description Column for "NFA Class 1 Property Record". Press ENTER key. This will take you to the next procedure to terminate an Outgrant.

This screen provides the user with a menu of all the options available to access a PR on line.

SCREEN OPTION 0 – MENU AND CONTROL INFORMATION

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL        _ |8|X|
File  Edit  Settings  Help


   R80DA1              NAVY  FACILITY  ASSETS  DATA  BASE       SCREEN OPTION... █
   PF KEY:                   CLASS 1 PROPERTY RECORD                SCREEN... 0

   UIC..                                          PR NO..

   SCREEN OPTION                DESCRIPTION

           0            MENU AND CONTROL INFORMATION
           1            LOCATION AND GENERAL INFORMATION
           2            ACQUISITION/INGRANT
           3            EXCESS/DISPOSAL AND PROPERTY RECORD GENERAL REMARKS
           4            MEASUREMENTS
           5            REAL ESTATE MEASUREMENTS
           6            REAL ESTATE INFORMATION
           7            UTILIZATION

   CONTROL KEYS  --  ACTY UIC/PR NUMBER

   ENTER SCREEN OPTION NUMBER IF DESIRED.
   PRESS ENTER TO EXECUTE.  PRESS PF2 TO EXIT.
   FN:     KEY:
                                                       27OCT99 20:33:39
   TN 386                                                      03/080
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Start ... 8:37 PM

Input the following fields:

- Screen option 7
- UIC
- PR NO

Press ENTER key.

This screen defines "UTILIZATION" of the land.

This screen is in a 'View' mode.

SCREEN OPTION 7 - UTILIZATION

```
R80DH1   VIEW          NAVY  FACILITY  ASSETS  DATA  BASE      SCREEN OPTION... 7
PF KEY:                CLASS 1 PROPERTY RECORD                    SCREEN... 7
UIC...... N69232 NCBC PORT HUENEME CA              PR NO.. 100001
SPEC AREA....

  (PF3 - PF4 - PF6) --->   U T I L I Z A T I O N   <--- (PF7 - PF8 - PF18)
           USER(S)             UIC/OG      AREA/ACRES        AREA/HECTARES
NCBC PORT HUENEME CA           N69232        400.00              161.87
CITY OF PORT HUENEME           AA            100.00               40.46




  KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED.
  ENTER=EXECUTE  PF2=EXIT  PF3=CHANGE  PF4=ADD  PF6=DELETE  PF7=PREV  PF8=NEXT
  PF10=TOP PF11=BOTTOM  PF14=AUDIT TRAIL PF15=OUTGRANT  PF18=UIC/OGID=
  FN:    KEY:
  *** USER/OG RECORD HAS BEEN UPDATED ***              12JAN00 19:40:36
   TN 902                                                     03/080
```
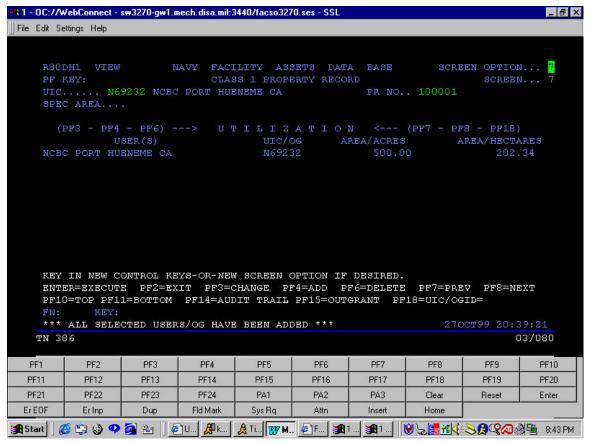
PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Start ... 7:45 PM

To terminate an Outgrant, the appropriate Outgrant ID must be on the screen. Select PF6 to delete Outgrant information. After pressing the PF6 key, arrow down to the appropriate Outgrant ID and space out the applicable Outgrant ID. A warning "ENSURE THIS IS THE RECORD YOU WANT DELETED" will appear at the bottom of your screen. If this is the correct item to delete, press ENTER key.

This screen defines the Outgrant Termination and adjustment of acreage to existing user.

Once an Outgrant has been terminated, the terminated acreage must be added back to an appropriate User/UIC. Normally, this would be the Activity UIC.

SCREEN OPTION 7 - UTILIZATION

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL
File  Edit  Settings  Help


    R80DH1  VIEW         NAVY  FACILITY  ASSETS  DATA  BASE      SCREEN OPTION... 7
    PF KEY:                    CLASS 1 PROPERTY RECORD              SCREEN... 7
    UIC...... N69232 NCBC PORT HUENEME CA              PR NO.. 100001
    SPEC AREA....

      (PF3 - PF4 - PF6) --->  U T I L I Z A T I O N  <--- (PF7 - PF8 - PF18)
            USER(S)                    UIC/OG      AREA/ACRES      AREA/HECTARES
    NCBC PORT HUENEME CA               N69232        500.00            202.34







    KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED.
    ENTER=EXECUTE  PF2=EXIT  PF3=CHANGE  PF4=ADD  PF6=DELETE  PF7=PREV  PF8=NEXT
    PF10=TOP PF11=BOTTOM  PF14=AUDIT TRAIL PF15=OUTGRANT  PF18=UIC/OGID=
    FN:     KEY:
    *** ALL SELECTED USERS/OG HAVE BEEN ADDED ***           27OCT99 20:39:21
    TN 386                                                            03/080
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Start ... 8:43 PM

This completes the procedure for terminating an Outgrant.

REPORTING DON OWNED CLASS 1 EXCESS

Type in the function number "FN" from the Description Column for "NFA Class 1 Property Record". Press ENTER key. This will take you to the next procedure to report excess information.

This screen provides the user with a menu of all the options available to access a PR on line.

SCREEN OPTION 0 – MENU AND CONTROL INFORMATION

Input the following fields:

- Screen option 3
- UIC
- PR NO

Press ENTER key.

This screen defines "EXCESS/DISPOSAL" and "GENERAL REMARKS".

This screen is in a 'View' mode.

SCREEN OPTION 3 – EXCESS/DISPOSAL AND PR GENERAL REMARKS

```
R80DD1  VIEW          NAVY  FACILITY  ASSETS  DATA  BASE    SCREEN OPTION... 3
PF KEY:              CLASS 1 PROPERTY RECORD              SCREEN... 3
UIC...... N69232 NCBC PORT HUENEME CA            PR NO... 100001
SPEC AREA....

                    E X C E S S  /  D I S P O S A L
 EXCESS ACTION CODE.......              EXCESS DATE.....
 DISPOSAL METHOD CODE.....              DISPOSAL DATE...
 EFD DISPOSAL CONTRACT NO.              PR LAST UPDATED. 27 OCT 1999
 GSA DISPOSAL CONTRACT NO.              DISP CONSOL PR..

       (PF7 - PF8 - PF10) ---> GENERAL REMARKS <--- PF11 - PF14)




 KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED.    ENTER=EXECUTE
 PF2=EXIT  PF3=CHG  PF7=PREV  PF8=NEXT  PF10=TOP  PF11=BOTTOM  PF14=CHG REMARKS
 FN:     KEY:
 *** GENERAL REMARKS NOT FOUND FOR THIS UIC ***           27OCT99 20:35:57
TN 386                                                        03/078
```

Select PF3 to add "EXCESS" information.

Input the following fields under "EXCESS/DISPOSAL":

- Excess Action Code – Select from List of Excess codes from the P-78
- Excess Date – as applicable

Press ENTER key.

SCREEN OPTION 3 – EXCESS/DISPOSAL AND PR GENERAL REMARKS

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL
File  Edit  Settings  Help


   R80DD1   VIEW            NAVY  FACILITY  ASSETS  DATA  BASE    SCREEN OPTION... 3
   PF KEY:                   CLASS 1 PROPERTY RECORD                   SCREEN... 3
   UIC...... N69232 NCBC PORT HUENEME CA              PR NO... 100001
   SPEC AREA....

                         E X C E S S  /  D I S P O S A L
    EXCESS ACTION CODE....... 1 EXACT             EXCESS DATE..... 12 JAN 2000
    DISPOSAL METHOD CODE.....                     DISPOSAL DATE...
    EFD DISPOSAL CONTRACT NO.                     PR LAST UPDATED. 12 JAN 2000
    GSA DISPOSAL CONTRACT NO.                     DISP CONSOL PR..

            (PF7 - PF8 - PF10) --->  GENERAL REMARKS  <--- PF11 - PF14)
     Land purchased on 27 Oct 1999.

     Capital Improvements - 12 Jan 2000 - $200,000 of landscaping.



    KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED.     ENTER=EXECUTE
    PF2=EXIT  PF3=CHG  PF7=PREV  PF8=NEXT  PF10=TOP  PF11=BOTTOM  PF14=CHG REMARKS
    FN:     KEY:
    *** THIS IS THE END OF THE GENERAL REMARKS ***            12JAN00 19:47:00
   TN 902                                                              03/078
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Start ... 7:51 PM

This completes the process for reporting DON Owned Class 1 Excess.

REPORTING DON INGRANT CLASS 1 PROPERTY
Add a New Property Record (PR)

This is the NITC Database Menu Screen. This screen provides a view of all the functions to which you have access. The functions displayed on the screen should match the list of functions given to you by the NITC Database Group. If the list exceeds 15 functions, you will not be able to view them all on one screen. Press "ENTER" and the remaining functions will be displayed on the screen. If you do not have any more functions, a message will be displayed at the bottom of your screen indicating "THIS IS THE LAST PAGE OF YOUR MENU". If you press ENTER while on this last screen, the system will automatically page backwards.

NITC DATA BASE FUNCTIONS MENU

There are four columns on this screen:

- Function (FN): Function Number
- Type of access: View, Change, Add, Print, etc.
- Description: Name of functions
- Program: Identification number of program that executes the function.

Type in the function number at "FN" under the Description Column for "NFA Class 1 Cost Data Transactions". Press ENTER key. This will take you to the first procedure to add a new PR (acquisition) for a Class 1 facility.

This is the "CLASS 1 COST DATA TRANSACTIONS" screen used for reporting acquisitions, correction and capital improvement costs. For Class 1 Ingrant Property, this screen is used only to create new Property Records for acquisitions and not used to report acquisition, correction or capital improvement costs.

NOTE: Messages will appear at the bottom of the screen providing you with ongoing status of your data entry. Messages include "COST TRANSACTIONS WERE ADDED TO THE DATABASE", "UIC NOT IN MAGIC", "PRNO EXISTS – ACTION TYPE CANNOT BE 1 (ACQUISITION)", etc.

CLASS 1 COST DATA TRANSACTIONS

Input the following fields under "COST DATA TRANSACTIONS":

- Activity UIC
- PR NO
- Delta Cost - not applicable*
- Action Type - 1 (acquisition)
- Cost Chg Eff Date - BOD
- Cost Reference Doc - Contract Number/Project Number/Job Order Number, etc.

*NOTE: Delta Cost is not applicable to Ingrant Property as this cost pertains only to DON Owned properties. DON does not own Ingrant Property but has accounting responsibility. Ingrant Property is referred to as "Temporary Acquisitions".

Press ENTER key.

Edit message will appear on the bottom of the screen requesting review of cost data information.

CLASS 1 COST DATA TRANSACTIONS

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL

File  Edit  Settings  Help


   R80BB1   ADD            NAVY FACILITY ASSETS DATA BASE
   PF KEY:                 CLASS 1 COST DATA TRANSACTIONS
   ACTIVITY UIC.. n61581    COMFLEACT YOKOSUKA JA

      BEGINNING BALANCE..           $0     ENDING BALANCE..            $0
   PROPERTY  DELTA   ACT  COST CHG   CALC NEW      COST          COST
   RECORD    COST    TYP  EFF DATE   GOVT COST    REFERENCE DOC  REFERENCE DOC
   100001         0 1 27 oct 1999               $0 fsc-memo3588









   PLEASE REVIEW COST DATA YOU WISH TO ADD TO CLASS 1 PROPERTY RECORD.
   PRESS ENTER TO ADD DATA.    PRESS PF2 TO ADD MORE DATA-OR-EXIT W/OUT ADDING.
   ENTER=ADD                   PF2=EXIT
   FN:    KEY:
                                                    11JAN00 16:32:07
   TN 279                                                   10/002
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Start | User I... FACS... 1 - OC... 1 - ... Micro... | 4:36 PM

Press ENTER key to confirm review.

The following will appear on the bottom of the screen "COST TRANSACTIONS WERE ADDED TO THE DATABASE" to confirm that the cost data information has been accepted.

Press ENTER key.

CLASS 1 COST DATA TRANSACTIONS

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL          _ 8 X
File  Edit  Settings  Help

   R80BB1   ADD              NAVY FACILITY ASSETS DATA BASE
   PF KEY:                   CLASS 1 COST DATA TRANSACTIONS
   ACTIVITY UIC.. n61581     COMFLEACT YOKOSUKA JA

      BEGINNING BALANCE..            $0      ENDING BALANCE..              $0
   PROPERTY   DELTA   ACT  COST CHG   CALC NEW       COST          COST
   RECORD     COST    TYP  EFF DATE   GOVT COST   REFERENCE DOC  REFERENCE DOC
   100001            0 1 27 oct 1999            $0 fsc-memo3588




   PRESS ENTER TO ADD NEW CONTROL KEYS AND DATA.
   TO GO TO COST HIST SCREEN, USING ARROW KEYS PLACE CURSOR ON PRNO AND HIT PF14
   ENTER=ADD NEW KEYS           PF14=COST HISTORY SCREEN      PF2=EXIT.
   FN:      KEY:
   COST TRANSACTIONS WERE ADDED TO THE DATABASE.          11JAN00 16:32:48
   TN 279                                                        10/002

  PF1      PF2      PF3      PF4      PF5      PF6      PF7      PF8      PF9     PF10
  PF11     PF12     PF13     PF14     PF15     PF16     PF17     PF18     PF19    PF20
  PF21     PF22     PF23     PF24     PA1      PA2      PA3     Clear    Reset   Enter
  Er EOF   Er Inp   Dup    Fld Mark  Sys Rq   Attn    Insert   Home

Start    User I...  FACS...  1 - OC...  1 - OC...  Micr...                     4:38 PM
```

119

Return to the NITC Database Functions Menu Screen by selecting PF2. Type in the function number "FN" from the Description Column for "NFA Class 1 Property Record". This will take you to the next procedure to complete a PR for Class 1

Press ENTER key.

SCREEN OPTION 0 – MENU AND CONTROL INFORMATION

This screen provides the user with a menu of all the options available to access a PR on line.

Input the following fields:

- Screen option 1
- UIC
- PR NO

Press ENTER key.

This screen defines the "LOCATION" and "GENERAL INFORMATION" of a PR and allows the user to view the data.

This screen is in a 'View' mode.

SCREEN OPTION 1- LOCATION AND GENERAL INFORMATION

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL
File  Edit  Settings  Help


   R80DB1   VIEW          NAVY  FACILITY  ASSETS  DATA  BASE      SCREEN OPTION... 1
   PF KEY:                     CLASS 1 PROPERTY RECORD                  SCREEN... 1

   UIC...... N61581 COMFLEACT YOKOSUKA JA                PR NO.. 100001
   SPEC AREA....

             L O C A T I O N                   G E N E R A L   I N F O
      COUNTRY...      *********************    FACILITY TYPE.... 1
      STATE.....      *********************    ACTION........... 1 ACQUISITION
      COUNTY....      *********************    HOUSING..........
      CITY......      *********************    PR REVIEW DATE...
      MAP GRID..                               FACILITY NAME.....

      RPTG CLMT UIC.... N00070 PACFLT          PR LAST UPDATED.. 11 JAN 2000
      FORMER UIC... ******

   KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED.
   ENTER=EXECUTE     PF2=EXIT     PF3=CHANGE     PF13=PRNO REQ FOR PRINT


   FN:     KEY:
   **WARNING** NO UTILIZATION DATA FOR THIS PRNO.           11JAN00 16:40:16
   TN 279                                                        03/080
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Start | User I... | FACS... | 1 - OC... | 1 - OC... | Micr... | 4:44 PM

Select PF3 to input required "LOCATION" and "GENERAL INFORMATION" data.

Input the following field: SPEC AREA *(Special Area)* – if applicable

Input the following fields under "LOCATION":

- Country - not applicable*
- State - not applicable*
- County - not applicable*
- City - not applicable*
- Map Grid – if applicable
- RPTG CLMT UIC - computer generated from Maint Resp UIC
- FORMER UIC - not applicable to new PR

*NOTE: These are not required fields as they are computer generated from the Activity UIC. If a Special Area is used, the County and City Codes may be different from what is computer generated and must be verified and changed if applicable.

Input the following fields under "GENERAL INFORMATION":

- Facility Type – computer generated when all screens are completed
- Action - not applicable
- Housing - defaults to "No". If facility is in support of Housing, this must be changed to "Yes"
- PR Review Date - not applicable to acquisitions
- Facility Name – must be entered
- PR Last Updated - computer generated from date of latest entry

Press ENTER key.

SCREEN OPTION 1 – LOCATION AND GENERAL INFORMATION

Input Screen Option 2.

Press ENTER key.

This screen defines the "ACQUISITION" and "INGRANT" data of a PR.

This screen is in a 'View' mode.

SCREEN OPTION 2 – ACQUISITON/INGRANT

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL        _|□|×
 File  Edit  Settings  Help


    R80DC1  VIEW          NAVY  FACILITY  ASSETS  DATA  BASE      SCREEN OPTION... 2
    PF KEY:                   CLASS 1 PROPERTY RECORD                 SCREEN... 2

    UIC...... N61581 COMFLEACT YOKOSUKA JA            PR NO.. 100001
    SPEC AREA....

       A C Q U I S I T I O N                  I N G R A N T
    ESTATE......    ********************   APPR/EST VALUE...
    ACQ CONT NO.                           APPR/EST DATE....
    ACQ DATE....                           EFFECTIVE DATE...
    GOVT COST...                           EXPIRATION DATE..
    (INCLUDES CONSTRUCTION, DESIGN         MAXIMUM TERM.....   YEARS
      OVERHEAD AND OTHER COSTS)            RENT PAID........
                                           REFERENCE PR NO..
    LAND CCN....                           DOD INSTALLATION.
    PR LAST UPDATED.. 11 JAN 2000          EFD/ORIG CONT NO.
                                           LESSOR NAME...


    KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED.
    ENTER=EXECUTE      PF2=EXIT      PF3=CHANGE      PF14=COST DATA
    FN:     KEY:
                                                  11JAN00 16:49:54
    TN 279                                                03/080
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Start | ...User I... | FACS... | 1 - OC... | 1 - OC... | Micr... | 4:54 PM

Select PF3 to input required "ACQUISITION" and "INGRANT" data.

Input the following fields under "ACQUISITION" and "INGRANT":

- Estate Code - Select from List of Temporary Acquisitions from P-78
- Appr/Est Value - after value is entered, press tab key and type in "A" for Actual or "E" for Estimate.
- Acq Cont No - must be entered
- Appr/Est Date - must be entered
- Acq Date - must be entered
- Effective Date - must be entered
- Expiration Date - must be entered
- Maximum Term - must be entered
- Reference PR No - if applicable
- Rent Paid - if applicable
- Land CCN - must be entered. Select from list in P-72
- DOD Installation - must be entered
- EFD/Orig Cont No - Same as Acq Cont No
- PR Last Updated - computer generated from date of latest entry
- Lessor Name - if applicable

Press ENTER key.

SCREEN OPTION 2 – ACQUISITON/INGRANT

Input Screen Option 3.

Press ENTER key.

This screen defines "EXCESS/DISPOSAL" and "GENERAL REMARKS". There is no need to input Excess/Disposal data for a new PR.

This screen is in a 'View' mode.

SCREEN OPTION 3 – EXCESS/DISPOSAL AND PR GENERAL REMARKS

```
R80DD1  VIEW            NAVY  FACILITY  ASSETS  DATA  BASE    SCREEN OPTION... 3
PF KEY:                 CLASS 1 PROPERTY RECORD                    SCREEN... 3
UIC...... N61581 COMFLEACT YOKOSUKA JA            PR NO... 100001
SPEC AREA....


                        E X C E S S  /  D I S P O S A L
 EXCESS ACTION CODE.......               EXCESS DATE.....
 DISPOSAL METHOD CODE.....               DISPOSAL DATE...
 EFD DISPOSAL CONTRACT NO.               PR LAST UPDATED. 11 JAN 2000
 GSA DISPOSAL CONTRACT NO.               DISP CONSOL PR..


         (PF7 - PF8 - PF10) --->  GENERAL REMARKS  <--- PF11 - PF14)




   KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED.    ENTER=EXECUTE
   PF2=EXIT  PF3=CHG  PF7=PREV  PF8=NEXT  PF10=TOP  PF11=BOTTOM  PF14=CHG REMARKS
   FN:    KEY:
   *** GENERAL REMARKS NOT FOUND FOR THIS UIC ***             11JAN00 17:10:24
TN 279                                                              03/078
```

Select PF14 to add any necessary remarks.

This will take you to the "CICS TEXT EDIT UTILITY" screen that will be blank. At this point, you may begin entering any necessary remarks about the PR. PF edit keys are displayed on the bottom of the screen.

CICS TEXT EDIT UTILITY

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL          _ | 8 | X

File  Edit  Settings  Help


     PF KEY:                    CICS TEXT EDIT UTILITY                    F31NH1
          R80DDPS0                  CLASS1 GENERAL REMARKS
     ---------1---------2---------3---------4---------5---------6---------7----
     Ingranted land for housing acquired 27 Oct 1999                        001
                                                                            002
                                                                            003
                                                                            004
                                                                            005
                                                                            006
                                                                            007
                                                                            008
                                                                            009
                                                                            010
                                                                            011
                                                                            012
                                                                            013
                                                                            014
     ---------1---------2---------3---------4---------5---------6---------7----
     PF1=INSERT   PF3=MOVE   PF4=COPY  PF5=DELETE              PF2=SAVE & EXIT
     PF7=PREVIOUS PF8=NEXT   PF9=FIRST PF10=LAST  PF11=STORE/WORDWRAP  CLR/PA2=CANCEL
     FN:    KEY:
                                                         11JAN00 17:13:32
     TN 279                                                        06/050
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Start | User I... | FACS... | 1 - OC... | 1 - OC... | Micr...   5:18 PM

Select PF2 to save/accept "GENERAL REMARKS" on PR.

This screen displays the newly added "GENERAL REMARKS".

SCREEN OPTION 3 – EXCESS/DISPOSAL AND PR GENERAL REMARKS

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL

File  Edit  Settings  Help


   R80DD1   VIEW         NAVY  FACILITY  ASSETS  DATA  BASE    SCREEN OPTION... 3
   PF KEY:               CLASS 1 PROPERTY RECORD                SCREEN... 3
   UIC...... N61581 COMFLEACT YOKOSUKA JA           PR NO... 100001
   SPEC AREA....

                         E X C E S S  /  D I S P O S A L
    EXCESS ACTION CODE.......                   EXCESS DATE.....
    DISPOSAL METHOD CODE.....                   DISPOSAL DATE...
    EFD DISPOSAL CONTRACT NO.                   PR LAST UPDATED. 11 JAN 2000
    GSA DISPOSAL CONTRACT NO.                   DISP CONSOL PR..

           (PF7 - PF8 - PF10) --->  GENERAL REMARKS  <--- PF11 - PF14)
      Ingranted land for housing acquired 27 Oct 1999




   KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED.    ENTER=EXECUTE
   PF2=EXIT  PF3=CHG  PF7=PREV  PF8=NEXT  PF10=TOP  PF11=BOTTOM  PF14=CHG REMARKS
   FN:    KEY:
   *** THIS IS THE END OF THE GENERAL REMARKS ***          11JAN00 17:15:08
   TN 279                                                          03/078
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Start | User I... | FACS... | 1 - OC... | 1 - OC... | Micr... | 5:19 PM

Input Screen Option 4.

Press ENTER key.

This screen defines "MEASUREMENTS" *(in English and Metric)* of the PR.

This screen is in a 'View' mode.

SCREEN OPTION 4 - MEASUREMENTS

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL
File  Edit  Settings  Help


   R80DE1   VIEW            NAVY   FACILITY  ASSETS  DATA  BASE    SCREEN OPTION... 4
   PF KEY:                    CLASS 1 PROPERTY RECORD               SCREEN... 4

   UIC...... N61581 COMFLEACT YOKOSUKA JA            PR NO... 100001
   SPEC AREA....

                          M E A S U R E M E N T S
       ENGLISH
   IMPROVED ACRES.....              SEMI-IMPROVED ACRES.......
   UNIMPV ACRES.......              OTHER ACRES..............
                                    TOTAL ACRES..............


       METRIC
   IMPROVED HECTARES..              SEMI-IMPROVED HECTARES....
   UNIMPV HECTARES....              OTHER HECTARES...........
                                    TOTAL HECTARES...........

   PR LAST UPDATED.... 11 JAN 2000


   KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED
   ENTER= EXECUTE    PF2=EXIT    PF3=CHANGE
   FN:    KEY:
                                                    11JAN00 17:15:54

   TN 279                                                   01/001
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Select PF3 to input required "MEASUREMENTS".

Input the following fields under "MEASUREMENTS"

- Improved Acres - as applicable
- Semi-Improve Acres - as applicable
- Unimpv Acres - as applicable
- Other Acres - as applicable
- Total Acres - must be entered

NOTE: Measurements can be entered in English or Metric.

Press ENTER key.

SCREEN OPTION 4 - MEASUREMENTS

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL
File  Edit  Settings  Help


    R80DE1  VIEW          NAVY  FACILITY  ASSETS  DATA  BASE    SCREEN OPTION... 4
    PF KEY:                    CLASS 1 PROPERTY RECORD                SCREEN... 4

    UIC...... N61581 COMFLEACT YOKOSUKA JA              PR NO... 100001
    SPEC AREA....

                          M E A S U R E M E N T S
        ENGLISH
    IMPROVED ACRES.....        50.00    SEMI-IMPROVED ACRES.......
    UNIMPV ACRES.......                 OTHER ACRES...............
                                        TOTAL ACRES..............        50.00


        METRIC
    IMPROVED HECTARES..        20.23    SEMI-IMPROVED HECTARES....
    UNIMPV HECTARES....                 OTHER HECTARES...........
                                        TOTAL HECTARES...........        20.23

    PR LAST UPDATED.... 11 JAN 2000


    KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED
    ENTER= EXECUTE     PF2=EXIT     PF3=CHANGE
    FN:     KEY:
    **PROPERTY REC HAS BEEN UPDATED/USES DO NOT EQUAL TOTAL ACRES 11JAN00 17:16:33
    TN 279                                                          03/078
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Start | User I... | FACS... | 1 - OC... | 1 - OC... | Micr... | 5:20 PM

Select Screen Option 5

Press ENTER key.

This screen defines "FLOOD PLAINS" and "CONTAMINATED SITES" *(in English and Metric)* of a PR.

This screen is in a 'View' mode.

SCREEN OPTION 5 – ENGLISH/METRIC REAL ESTATE MEASUREMENTS

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL          _ □ ×
File  Edit  Settings  Help


     R80DF1  VIEW          NAVY  FACILITY  ASSETS  DATA  BASE   SCREEN OPTION... 5
     PF KEY:                    CLASS 1 PROPERTY RECORD              SCREEN... 5
     UIC...... N61581 COMFLEACT YOKOSUKA JA            PR NO... 100001
     SPEC AREA....
           E N G L I S H   R E A L   E S T A T E   M E A S U R E M E N T S
        FLOOD PLAINS - 100 YR W/WAVE ACTION ACRES..................
        FLOOD PLAINS - 100 YR W/O WAVE ACTION ACRES...............
        FLOOD PLAINS - 500 YR W/WAVE ACTION ACRES..................
        FLOOD PLAINS - 500 YR W/O WAVE ACTION ACRES...............
        CONTAMINATED SITES POTENTIAL ACRES........................
        CONTAMINATED SITES CONFIRMED ACRES........................
           M E T R I C   R E A L   E S T A T E   M E A S U R E M E N T S
        FLOOD PLAINS - 100 YR W/WAVE ACTION HECTARES..............
        FLOOD PLAINS - 100 YR W/O WAVE ACTION HECTARES...........
        FLOOD PLAINS - 500 YR W/WAVE ACTION HECTARES..............
        FLOOD PLAINS - 500 YR W/O WAVE ACTION HECTARES...........
        CONTAMINATED SITES POTENTIAL HECTARES.....................
        CONTAMINATED SITES CONFIRMED HECTARES.....................
     PR LAST UPDATED.... 11 JAN 2000
     KEY IN NEW KEYS-OR-NEW SCREEN OPT IF DESIRED ENTER=EXECUTE PF2=EXIT PF3=CHANGE
     FN:    KEY:
                                                        11JAN00 17:17:08
     TN 279                                                       03/078

  PF1    PF2    PF3    PF4    PF5    PF6    PF7    PF8    PF9    PF10
  PF11   PF12   PF13   PF14   PF15   PF16   PF17   PF18   PF19   PF20
  PF21   PF22   PF23   PF24   PA1    PA2    PA3    Clear  Reset  Enter
  Er EOF Er Inp Dup    Fld Mark Sys Rq Attn  Insert Home
Start  ...                User I... FACS... 1 - OC... 1 - OC... Micr...            5:21 PM
```

Select PF3 to enter appropriate changes.

Select Screen Option 6.

Press ENTER key.

This screen provides "REAL ESTATE SUMMARY MAP" information.

This screen is in a 'View' mode.

SCREEN OPTION 6 – REAL ESTATE INFORMATION

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL
File  Edit  Settings  Help


   R80DG1   VIEW           NAVY  FACILITY  ASSETS  DATA  BASE     SCREEN OPTION... 6
   PF KEY:                     CLASS 1 PROPERTY RECORD                SCREEN... 6

   UIC...... N61581 COMFLEACT YOKOSUKA JA           PR NO... 100001
   SPEC AREA....



                    R E A L   E S T A T E   I N F O R M A T I O N
       REAL ESTATE SUMMARY MAP (RESM) NO..........................
       RESM FILE..
       EXISTING CONDITIONS MAP (ECM) NO..........................
       ECM FILE...
       LEGISLATIVE JURISDICITON.................................
       MINERAL INTERESTS.......................................

   PR LAST UPDATED.... 11 JAN 2000

   KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED
   ENTER= EXECUTE     PF2=EXIT     PF3=CHANGE
   FN:    KEY:
                                                     11JAN00 17:17:59

   TN 279                                                      03/078
```
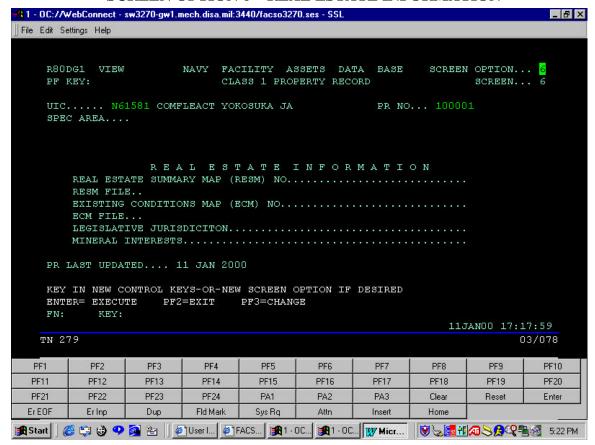
PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

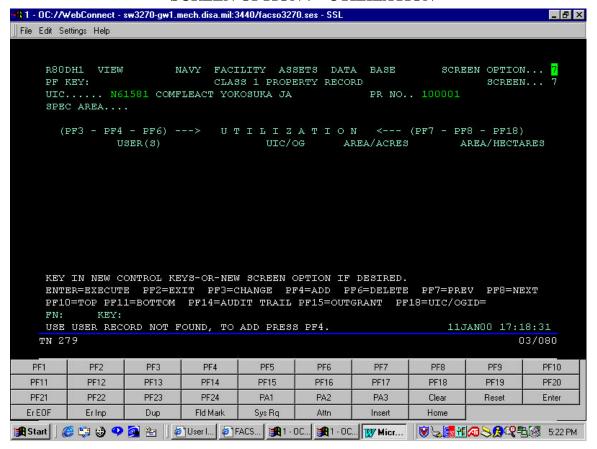Start | User I... | FACS... | 1 - OC... | 1 - OC... | Micr... | 5:22 PM

Select PF3 to input appropriate changes.

Select Screen Option 7.

Press ENTER key.

This screen defines "UTILIZATION" of the land.

This screen is in a 'View' mode.

SCREEN OPTION 7 - UTILIZATION

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL
File  Edit  Settings  Help

   R80DH1   VIEW          NAVY  FACILITY  ASSETS  DATA  BASE      SCREEN OPTION... 7
   PF KEY:                     CLASS 1 PROPERTY RECORD                  SCREEN... 7
   UIC...... N61581 COMFLEACT YOKOSUKA JA            PR NO.. 100001
   SPEC AREA....

     (PF3 - PF4 - PF6) --->   U T I L I Z A T I O N   <--- (PF7 - PF8 - PF18)
             USER(S)                    UIC/OG      AREA/ACRES      AREA/HECTARES




   KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED.
   ENTER=EXECUTE  PF2=EXIT  PF3=CHANGE  PF4=ADD  PF6=DELETE  PF7=PREV  PF8=NEXT
   PF10=TOP PF11=BOTTOM  PF14=AUDIT TRAIL PF15=OUTGRANT  PF18=UIC/OGID=
   FN:     KEY:
   USE USER RECORD NOT FOUND, TO ADD PRESS PF4.              11JAN00 17:18:31
   TN 279                                                           03/080
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

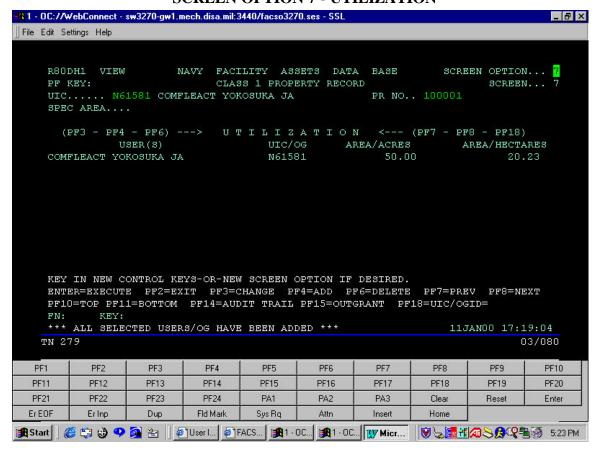Start | User I... | FACS... | 1 - OC... | 1 - OC... | Micr... | 5:22 PM

Select PF4 to input the required "UTILIZATION" data.

Input the following fields under "UTILIZATION":

- User(s) – computer generated from UIC/OG
- UIC/OG - must be entered
- Area/Acres - must be entered
- Area/Hectares - computer generated from "Area/Acres" field.

Press ENTER key.

SCREEN OPTION 7 - UTILIZATION

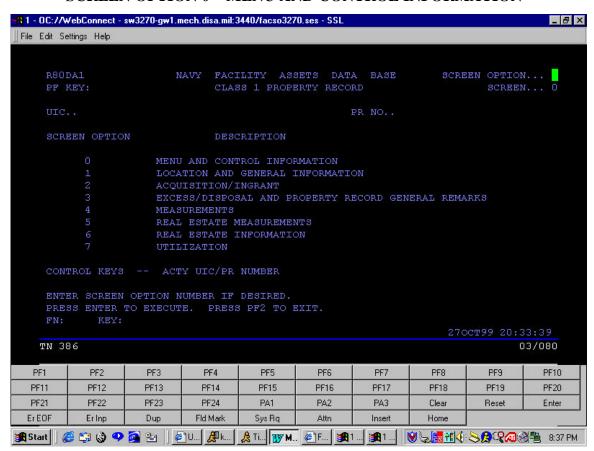This completes the procedure for reporting Class 1 Ingrant.

REPORTING DON INGRANT CLASS 1 CAPITAL IMPROVEMENTS

Capital Improvement costs are accounted for as Appraisal Estimates or Rent Paid for Ingrant Property and are not reported to "CLASS 1 COST DATA TRANSACTIONS" screen.

Type in the function number at "FN" under the Description Column for "NFA Class 1 Property Record". Press ENTER key. This will take you to the first procedure to report a Capital Improvement.

This screen provides the user with a menu of all the options available to access a PR on line.

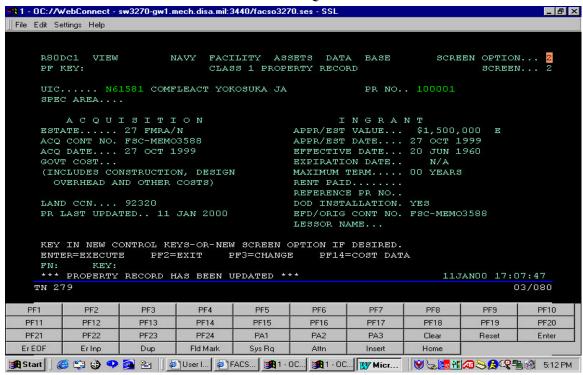### SCREEN OPTION 0 – MENU AND CONTROL INFORMATION

Input the following fields:

- Screen option 2
- UIC
- PR NO

Press ENTER key.

This screen defines the "ACQUISITION" and "INGRANT" data of PR.

This screen is in a 'View' mode.

SCREEN OPTION 2 – ACQUISITION/INGRANT

```
R80DC1  VIEW          NAVY  FACILITY  ASSETS  DATA  BASE      SCREEN OPTION... 2
PF KEY:                       CLASS 1 PROPERTY RECORD                 SCREEN... 2

UIC...... N61581 COMFLEACT YOKOSUKA JA          PR NO.. 100001
SPEC AREA....

      A C Q U I S I T I O N                       I N G R A N T
ESTATE...... 27 FMRA/N                 APPR/EST VALUE... $1,500,000  E
ACQ CONT NO. FSC-MEMO3588              APPR/EST DATE.... 27 OCT 1999
ACQ DATE.... 27 OCT 1999               EFFECTIVE DATE... 20 JUN 1960
GOVT COST...                           EXPIRATION DATE..    N/A
(INCLUDES CONSTRUCTION, DESIGN         MAXIMUM TERM..... 00 YEARS
  OVERHEAD AND OTHER COSTS)            RENT PAID........
                                       REFERENCE PR NO..
LAND CCN.... 92320                     DOD INSTALLATION. YES
PR LAST UPDATED.. 11 JAN 2000          EFD/ORIG CONT NO. FSC-MEMO3588
                                       LESSOR NAME...


KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED.
ENTER=EXECUTE    PF2=EXIT     PF3=CHANGE     PF14=COST DATA
FN:     KEY:
*** PROPERTY RECORD HAS BEEN UPDATED ***                11JAN00 17:07:47
TN 279                                                          03/080
```
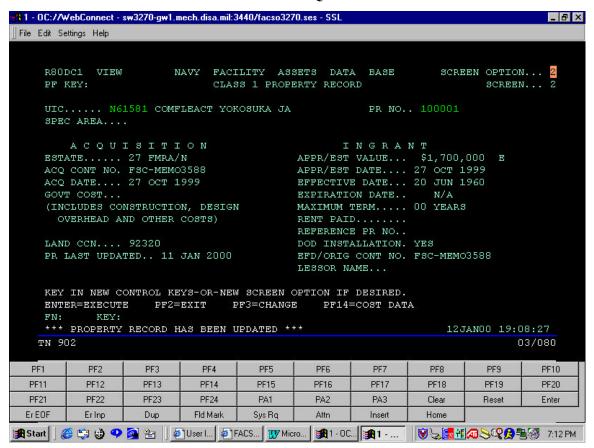
Select PF3 to input the required "ACQUISITION" and "INGRANT" data.

Input the following fields under "ACQUISITION" and "INGRANT":

- Appr/Est Value - after value is entered, press tab key and type in "A" for Actual or "E" for Estimate.
- Rent Paid - if applicable

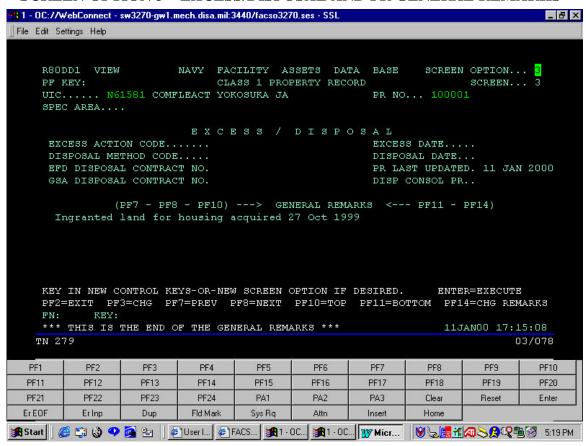Press ENTER key.

SCREEN OPTION 2 – ACQUISITION/INGRANT

Input Screen Option 3.

Press ENTER key.

This screen defines "EXCESS/DISPOSAL" and "GENERAL REMARKS". There is no need to input Excess/Disposal data for a new PR.
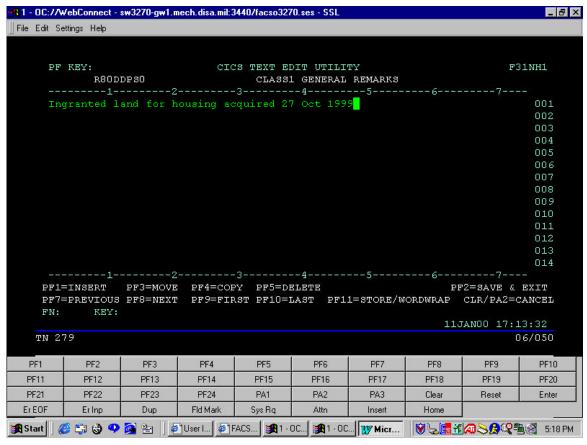
This screen is in a 'View' mode.

SCREEN OPTION 3 – EXCESS/DISPOSAL AND PR GENERAL REMARKS

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL

File  Edit  Settings  Help


     R80DD1   VIEW          NAVY  FACILITY  ASSETS  DATA  BASE    SCREEN OPTION... 3
     PF KEY:                     CLASS 1 PROPERTY RECORD              SCREEN... 3
     UIC...... N61581 COMFLEACT YOKOSUKA JA          PR NO... 100001
     SPEC AREA....

                         E X C E S S  /  D I S P O S A L
      EXCESS ACTION CODE.......                    EXCESS DATE.....
      DISPOSAL METHOD CODE.....                    DISPOSAL DATE...
      EFD DISPOSAL CONTRACT NO.                    PR LAST UPDATED. 11 JAN 2000
      GSA DISPOSAL CONTRACT NO.                    DISP CONSOL PR..

             (PF7 - PF8 - PF10) --->  GENERAL REMARKS  <--- PF11 - PF14)
        Ingranted land for housing acquired 27 Oct 1999




      KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED.    ENTER=EXECUTE
      PF2=EXIT  PF3=CHG  PF7=PREV  PF8=NEXT  PF10=TOP  PF11=BOTTOM  PF14=CHG REMARKS
      FN:    KEY:
      *** THIS IS THE END OF THE GENERAL REMARKS ***          11JAN00 17:15:08
      TN 279                                                     03/078
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Start | User I... | FACS... | 1 - OC... | 1 - OC... | Micr... | 5:19 PM

Select PF14 to add any necessary remarks.

This will take you to the "CICS TEXT EDIT UTILITY" screen. At this point, you may begin entering any necessary remarks about the PR. PF edit keys are displayed on the bottom of the screen.
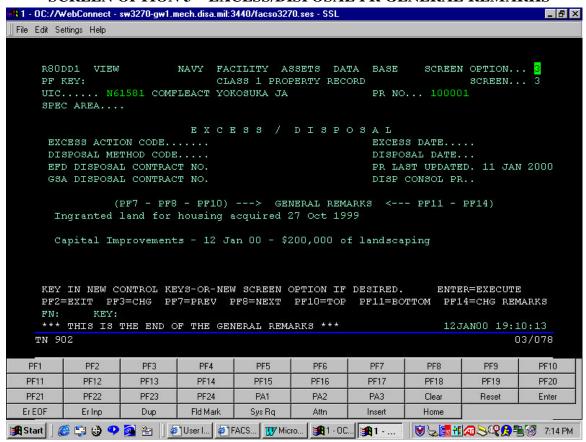
CICS TEXT EDIT UTILITY

Select PF2 to save/accept "GENERAL REMARKS" on PR.

This screen displays the newly added "GENERAL REMARKS".

SCREEN OPTION 3 – EXCESS/DISPOSAL PR GENERAL REMARKS

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL          _ 8 X
File  Edit  Settings  Help


   R80DD1  VIEW          NAVY  FACILITY  ASSETS  DATA  BASE    SCREEN OPTION... 3
   PF KEY:               CLASS 1 PROPERTY RECORD              SCREEN... 3
   UIC...... N61581 COMFLEACT YOKOSUKA JA          PR NO... 100001
   SPEC AREA....

                        E X C E S S  /  D I S P O S A L
    EXCESS ACTION CODE.......               EXCESS DATE.....
    DISPOSAL METHOD CODE.....               DISPOSAL DATE...
    EFD DISPOSAL CONTRACT NO.               PR LAST UPDATED. 11 JAN 2000
    GSA DISPOSAL CONTRACT NO.               DISP CONSOL PR..

            (PF7 - PF8 - PF10) ---> GENERAL REMARKS <--- PF11 - PF14)
     Ingranted land for housing acquired 27 Oct 1999

     Capital Improvements - 12 Jan 00 - $200,000 of landscaping



   KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED.    ENTER=EXECUTE
   PF2=EXIT  PF3=CHG  PF7=PREV  PF8=NEXT  PF10=TOP  PF11=BOTTOM  PF14=CHG REMARKS
   FN:     KEY:
   *** THIS IS THE END OF THE GENERAL REMARKS ***           12JAN00 19:10:13
   TN 902                                                          03/078
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Start | User I... | FACS... | Micro... | 1 - OC... | 1 - ...   7:14 PM

This completes the process of reporting Capital Improvements to DON Ingrant Class 1.

REPORTING DON INGRANT CLASS 1 RENEWALS

Type in the function number at "FN" under the Description Column for "NFA Class 1 Property Record". Press ENTER key. This will take you to the first procedure to report a Capital Improvement.

This screen provides the user with a menu of all the options available to access a PR on line.

SCREEN OPTION 0 – MENU AND CONTROL INFORMATION

Input the following fields:

- Screen option 2
- UIC
- PR NO

Press ENTER key.

This screen defines the "ACQUISITION" and "INGRANT" data of PR.

This screen is in a 'View' mode.

SCREEN OPTION 2 – ACQUISITION/INGRANT

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL

File  Edit  Settings  Help


   R80DC1  VIEW          NAVY  FACILITY  ASSETS  DATA  BASE      SCREEN OPTION... 2
   PF KEY:                     CLASS 1 PROPERTY RECORD                  SCREEN... 2

   UIC...... N61581 COMFLEACT YOKOSUKA JA            PR NO.. 100001
   SPEC AREA....

        A C Q U I S I T I O N                     I N G R A N T
   ESTATE...... 27 FMRA/N                  APPR/EST VALUE... $1,500,000  E
   ACQ CONT NO. FSC-MEMO3588               APPR/EST DATE.... 27 OCT 1999
   ACQ DATE.... 27 OCT 1999                EFFECTIVE DATE... 20 JUN 1960
   GOVT COST...                            EXPIRATION DATE..    N/A
   (INCLUDES CONSTRUCTION, DESIGN          MAXIMUM TERM..... 00 YEARS
     OVERHEAD AND OTHER COSTS)             RENT PAID........
                                           REFERENCE PR NO..
   LAND CCN.... 92320                      DOD INSTALLATION. YES
   PR LAST UPDATED.. 11 JAN 2000           EFD/ORIG CONT NO. FSC-MEMO3588
                                           LESSOR NAME...


   KEY IN NEW CONTROL KEYS-OR-NEW SCREEN OPTION IF DESIRED.
   ENTER=EXECUTE    PF2=EXIT     PF3=CHANGE     PF14=COST DATA
   FN:     KEY:
   *** PROPERTY RECORD HAS BEEN UPDATED ***                11JAN00 17:07:47
   TN 279                                                         03/080
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Start ... User I... FACS... 1 - OC... 1 - OC... Micr...   5:12 PM

Select PF3 to input the required "ACQUISITION" and "INGRANT" data.

Input the following fields under "ACQUISITION" and "INGRANT" as appropriate.

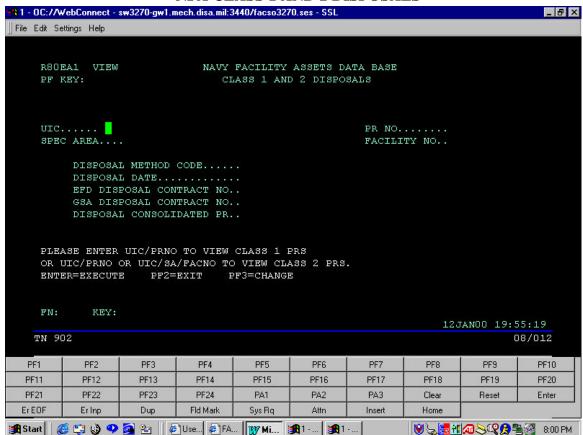- Acq Cont No – renewal contract number
- Effective Date – must be entered
- Expiration Date – must be entered
- Maximum Term – must be entered
- Rent Paid – if applicable

NOTE: The above procedure does not apply to Foreign Military Rights Agreements renewal of Ingrant Property.   In this particular example, changes are not required.

This completes the procedure for reporting DON Ingrant Class 1 Renewal.

REPORTING CLASSES 1 & 2 DISPOSALS

From your menu, select "NFA Class 1 and 2 Disposals". This will take you to the procedure to report a disposal. This screen defines all the disposal data that needs to be entered.

NFA CLASS 1 AND 2 DISPOSALS

Input the following fields:
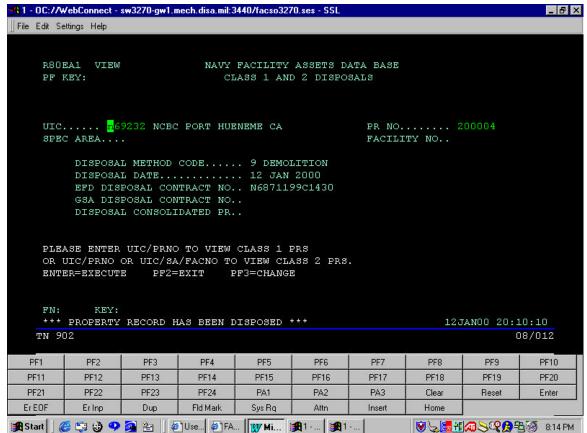
- UIC
- PR NO

Press ENTER key.

Select PF3 to make changes.

Input the following fields:

Disposal Method Code – Select from list of Disposal Codes in P-78
Disposal Date – must be entered
EFD Disposal Contract No – if applicable
GSA Disposal Contract No – if applicable
Disposal Consolidated PR – if applicable

Press ENTER key.

NFA CLASS 1 AND 2 DISPOSALS

```
1 - OC://WebConnect - sw3270-gw1.mech.disa.mil:3440/facso3270.ses - SSL        _ □ ×
File  Edit  Settings  Help

     R80EA1   VIEW                 NAVY FACILITY ASSETS DATA BASE
     PF KEY:                         CLASS 1 AND 2 DISPOSALS


     UIC...... N69232 NCBC PORT HUENEME CA           PR NO........ 200004
     SPEC AREA....                                   FACILITY NO..

         DISPOSAL METHOD CODE...... 9 DEMOLITION
         DISPOSAL DATE............. 12 JAN 2000
         EFD DISPOSAL CONTRACT NO.. N6871199C1430
         GSA DISPOSAL CONTRACT NO..
         DISPOSAL CONSOLIDATED PR..


     PLEASE ENTER UIC/PRNO TO VIEW CLASS 1 PRS
     OR UIC/PRNO OR UIC/SA/FACNO TO VIEW CLASS 2 PRS.
     ENTER=EXECUTE    PF2=EXIT     PF3=CHANGE


     FN:     KEY:
     *** PROPERTY RECORD HAS BEEN DISPOSED ***            12JAN00 20:10:10
     TN 902                                                          08/012
```

PF1	PF2	PF3	PF4	PF5	PF6	PF7	PF8	PF9	PF10
PF11	PF12	PF13	PF14	PF15	PF16	PF17	PF18	PF19	PF20
PF21	PF22	PF23	PF24	PA1	PA2	PA3	Clear	Reset	Enter
Er EOF	Er Inp	Dup	Fld Mark	Sys Rq	Attn	Insert	Home		

Start ... Use... FA... Mi... 1 - ... 1 - ...   8:14 PM

This completes the procedure for disposals.